

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221
E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman
Patrick Buckley, Bernie Erickson, Erik Hoyer,
Richard Schadewald, John Van Dyck

EXECUTIVE COMMITTEE

Monday, September 11, 2017

5:30 p.m.

Room 200, Northern Building
305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of August 7, 2017.

Comments from the Public

1. Review Minutes of:
 - a) Benefits Advisory Committee (August 16, 2017).

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Communications

3. Communication from Supervisor Brusky re: I am requesting an adjustment in hourly wages for the Brown County employees who, because they were initially hired at a lower starting pay, now make less than employees with less experience who were hired after them. I am particularly referring to those hired in 2013 – or other pertinent years. *July Motion: Refer to staff to come back to the Executive Committee in 60 days with a list of employees who are in the same predicament and whether they are budgeted for a higher amount than they are being paid. CARRIED 5 to 1.*
4. Communication from Supervisor Moynihan re: For your consideration, I hereby request striking some of the language of Brown County Code of Ordinances 2.13(4)(h). I find it unnecessary to place closed session language on the county board's agenda, if we as a board, as deemed by the Chair, will not be convening into closed session due to lack of committee action/motion. I believe it provides a false pretense to the public and media. *Referred from August County Board.*

Resolutions, Ordinances

5. Resolution Adopting Brown County's 2018 Six-Year Capital Improvement Plan.
6. Resolution Authorizing First Amendment to \$1,540,108 Brown County, Wisconsin, Industrial Development Revenue Bonds (WESCO Project) Series 2010 Bonds.
7. Initial Resolution Authorizing the Issuance of Approximately \$20,815,000 General Obligation Refunding Bonds of Brown County, Wisconsin.
8. Resolution Providing One-Time Supplemental Compensation to: 1) Employees in the IBEW Local 158 Bargaining Unit; and 2) Employees in the Brown County Human Services Professional Employees

Association.

Standing Item

9. Discussion of 2.12 of the County Code of Ordinances: The duties and responsibilities of the EXECUTIVE COMMITTEE.

Reports

10. **Internal Auditor Report**

- a) Board of Supervisors Budget Status Financial Report – July 2017 (Unaudited).
- b) Status Update: August 1 – August 31, 2017.

11. **Human Resources Report**

- a) Review of Chapter 4 revisions. *Referred to HR to bring back next month with proposed changes after meeting with department heads.*

12. **Department of Administration Report**

13. **County Executive Report**

Closed Session:

14. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding obtaining property for employee parking downtown.
15. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding obtaining property for employee parking downtown.
16. **Reconvene into Open Session:** The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding obtaining property for employee parking downtown.

Other

17. Such other matters as authorized by law.
18. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Executive Committee was held on Monday, August 7, 2017 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Schadewald, Supervisor Campbell (for Supervisor Van Dyck), Supervisor Erickson, Supervisor Buckley, Supervisor Hoyer, Supervisor Moynihan
Excused: Supervisor Van Dyck
Also Present: Attorney TJ Parins, Brown County electricians and representative, Public Works Director Paul Fontecchio, Corporation Counsel David Hemery, Deputy Corporation Counsel Greg Gerbers, Supervisor Brusky, Internal Auditor Dan Process, Human Resources Director Kathryn Roellich, Director of Administration Chad Weininger

I. Call meeting to order.

The meeting was called to order by Chair Lund at 5:30 pm.

II. Approve/modify agenda.

Motion made by Supervisor Moynihan, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/modify Minutes of June 21 and July 10, 2017.

Motion made by Supervisor Erickson, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

1. Review Minutes of: None.

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Schadewald, seconded by Supervisor Moynihan to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications

3. Communication from Veterans' Recognition Subcommittee re: Proclamation Declaring August 19, 2017 as Purple Heart Recipients' and Disabled Veterans' Day – Request for Approval.

Motion made by Supervisor Moynihan, seconded by Supervisor Campbell to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Resolutions, Ordinances

4. An Ordinance Amending Subsection 2.13(3) of Section 2.13 of Chapter 2 of the Brown County Code of Ordinances Entitled "Meetings, Agendas".

Supervisor Moynihan informed when he assumed the Chairmanship of the 2012 – 2014 term, he added a *Comments from the Public* section to the committee agendas. However, it has now been discovered that *Comments from the Public* is not in the ordinances. This is basically a housekeeping matter.

Motion made by Supervisor Moynihan, seconded by Supervisor Campbell to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

5. **Resolution to Ratify the Proposed 2017 Labor Agreement between Brown County and the Brown County Human Services Professional Employees Association.**

-Attorney TJ Parins, 444 Reed Street, De Pere, WI

Attorney Parins addressed the Committee and indicated he is the attorney for the Brown County Human Services Professional Employees Association. Parins said the agreement before the Committee is for a .67% raise which is the most they were allowed to negotiate with the County. In the past when things have been below what the other employees were given, the Board did make accommodations through resolutions to bring the Human Services Professionals up to what the other employees got. Parins noted that even when they had the ability to negotiate above what the other employees got, the Human Services Professionals took what the other employees got, so if the other employees did not get a raise, neither did the Human Services Professionals. Now they are asking to be brought up to where the other employees are and they feel that is only fair. Parins wants to be sure the playing field is level and he said they are not asking for anything more or anything less than the other employees are getting. They just want to be given the same as all the other employees and that is all they have ever asked for. He wants his group of 125 members to be treated fairly. Parins concluded by thanking the Committee for their time.

Supervisor Schadewald asked Parins if he is asking for this to be held to allow for negotiations with the County for supplemental pay or other types of pay that they can negotiate for. Parins said they cannot negotiate but they can ask and that is why he is here. The issue of the .67 does not need to be held because the contract can go through, but he would like the group made whole with regard to supplemental pay to get what the rest of the employees got. Parins noted he has had good discussions on this with HR Director Kathryn Roellich and Corporation Counsel Dave Hemery, but it is up to this Committee to do something to help the employees.

Human Resources Director Kathryn Roellich said a resolution would have to be created to do additional compensation, market adjustment or a bonus which would then come before the Committee for approval. Hemery's advice was to pass the contract as negotiated and then refer back to HR with direction to draft something to make the employees whole if that is the Board's intention.

Motion made by Supervisor Campbell, seconded by Supervisor Hoyer to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Schadewald, seconded by Supervisor Erickson to direct Human Resources and Corporation Counsel to draft a resolution to compensate the members of the Human Services Professional Employees Association as allowed by statute to equalize them to the pay raise given to all other employees and bring back next month. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Supervisor Buckley asked if there was a history available of what was given to this group in the past that could be used as a reference point for next year. Schadewald said that two budgets ago the Board voted on a pay increase and he pointed out on the Board floor that there were unionized associations who would have been entitled to more than what the other employees were given and they decided to do it to make it equal across the board. Roellich also said there would be documentation in the contracts or resolutions and information could be pulled from those documents as well.

Roellich asked to clarify when the effective date of this would be and Schadewald said his intent would be to have it effective January 1 as that is when the other employees received the increase.

6. **Resolution to Ratify the 2017-2019 Agreement between Brown County and the Brown County Sheriff's Department Non-Supervisory Employees.**

Motion made by Supervisor Buckley, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Standing Item

7. **Discussion of 2.12 of the County Code of Ordinances: The duties and responsibilities of the EXECUTIVE COMMITTEE.**

Moynihan said he would rather look at this again later in the year because it could mean upheaval of committees and he would like to have this fresh for the new term. He will let the Board office know when he would like this put back on the agenda.

No action taken.

Reports

8. Internal Auditor Report

a. Board of Supervisors & Veterans Recognition Subcommittee Budget Status Financial Reports – June 2017 (Unaudited).

**Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

b. Status Update: July 1 – July 31, 2017.

Internal Auditor Dan Process indicated he has sent out a letter to Supervisors requesting input for the 2018 audit plan and he would appreciate their feedback.

Process also talked about the distribution of the paid bills report referenced in his status update. He has been forwarding a copy of the paid bills to the Supervisors as an attachment to an e-mail; however, he is not sure the e-mails are serving the intended purpose and may be creating problems instead. In the past Supervisors saw the bills the night of the meeting but it was felt that sending the bills out electronically prior to the meeting would give the Supervisors time to review them so they could ask any questions they had at the meeting. Process asked for feedback regarding the process. Moynihan said he would like to see Process continue e-mailing the bills out ahead of time to encourage the use of technology by the Supervisors.

**Motion made by Supervisor Hoyer, seconded by Supervisor Schadewald to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

9. Human Resources Report

a. Review of Chapter 4 revisions.

Roellich and Hemery addressed the Committee regarding the proposed language changes in the corrective action, discipline, terminations and lay-offs section that was distributed at the last meeting. Hemery said if the Committee approves the proposed revisions, he will put them in formal format to revise the ordinance. Schadewald said that as Chairman of the Administration Committee, he wished to express his concern that any changes made should include the expenses for training to implement the changes in the fiscal impact. His experience has been that when discipline is changed, there is a ripple effect throughout the departments in the interpretation of the changes and this can result in problems. He wants to be sure that department heads are all trained on the changes to create consistency and a common knowledge core. He does not oppose making the changes, but he does not want them to be implemented until a date certain after there has been time to train the department heads on the changes.

Roellich said as she was drafting the changes, she had the HR Analyst working on templates for some of the different types of discipline so they have a standardized format. HR is also working on internal operation procedure for management guidelines and breaking it down step by step and they already have draft of that done. Roellich agreed that providing training prior to implementation is critical and she feels a month or two would be needed to ensure that training is done before the policies are implemented.

Lund suggested waiting until all of the changes to Chapter 4 are formulated and then a certain amount of time could be designated to implement the entire package. Roellich said her understanding was to bring this to the Committee section by section, one at a time for review and approval. Schadewald said that was also the understanding of the Administration Committee and he feels that instead of trying to do it all at once, we should go through this piece by piece to be able to do it right. He feels we should approve the changes in concept and then start training like the changes will be implemented and then report back with an update. Roellich said rather

than training on something that may not be approved by the full County Board, she would like to distribute the proposed changes to department heads and supervisors for review, and then meets with them for input and then she can report back to the next Executive Committee with feedback. Moynihan suggested a motion to refer this back to HR to be brought back next month with any changes from the department heads.

Motion made by Supervisor Buckley, seconded by Supervisor Erickson to refer to HR and bring back next month with any proposed changes after meeting with department heads. Vote taken. MOTION CARRIED UNANIMOUSLY

- b. **Update re: Electrician's Pay. June motion: To refer to Administration and Human Resources to give numbers of how many units and people this affects and bring information back to Executive Committee.**

Roellich reported that during the previous class and comp study, there was a class spec design for electricians which does not differentiate between the types of duties, knowledge, skills or abilities; the only differentiation is between years of experience and certification or licensure held with the State of Wisconsin. Roellich also went on the State website and identified the criteria for the difference between a journeyman and a master and she also spoke with the department head about how he differentiated and one of the things was pulling permits. To Roellich's knowledge based on the information she received from the department head, only one of the four employees in question pulls permits on a master's level. Roellich said if the employees are not being classified consistent with the State requirements and they are all doing the same or similar work, other than the one pulling permits on occasion, it would be her recommendation that they all be classified the same. This does not necessarily mean all masters or all journeymen, but if they are doing similar work, they should be classed the same.

Moynihan said this goes back to his argument from last month that Mr. Fenlon should be receiving pay at the same level as the others. Roellich said the table of organization says the department should have three masters and one journeyman, but if you look at this from a classification perspective, there is no substantive difference in duties or functions performed between a journeyman and a master in the class specs or the position descriptions. The only difference is years of experience and the licensure/certification from the State. What Supervisor Moynihan is suggesting would take a change to the table of organization.

Buckley said he recently spoke with some electricians about this who were surprised that the County has three master electricians on staff. They felt that based on the number of permits being pulled and the work that is being done, it was not necessary to have masters and he also learned that very few companies have masters to pull permits. Some of the people he spoke with who have 20 plus years of experience did not feel that the County needed three master electricians. Buckley asked why the County has so many masters on staff and how many permits and plans are actually being read. Roellich said she did not currently have enough information about the type of functions being done, the level, complexity or depth of it without doing an analysis. Schadewald felt this issue should probably be referred back to the oversight committee. Buckley asked if records were kept of what the electricians do. It was indicated that there would be records that could be reviewed to see if the work being done should be considered journeyman work or masters work.

Motion made by Supervisor Schadewald, seconded by Supervisor Moynihan to send this issue back to the parent committee for a recommendation on a change in the table of organization. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Buckley to direct Human Resources and Corporation Counsel to draft a resolution to compensate the electricians as allowed by statute to equalize them to the pay raise given to all other employees and bring back next month. Vote taken. MOTION CARRIED UNANIMOUSLY

At this time Roellich provided a revision to different section of Chapter 4, a copy of which is attached. This item was not discussed at this time but was provided to the Committee to review and talk about at the next meeting. Hemery wanted to remind the Committee that without going to referendum the County is unable to pay union individuals more than the CPI. There are options to give bonuses or things of that nature, but caution needs to be used in future discussion to not get into base wage territory. Hemery will look into options for base wages, but

reiterated that we get into dicey territory when looking at having union employees receive the same percentage raise as other employees.

10. Department of Administration Report

a. **Budget Status Report – Levy Funded Departments as of June 30, 2017.**

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. County Executive Report

No report; no action taken.

Motion made by Supervisor Schadewald, seconded by Supervisor Buckley to take Item 15 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY

Closed Session:

12. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding obtaining property for employee parking downtown.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to enter into closed session. Roll call vote taken. Ayes: Campbell, Erickson, Lund, Moynihan, Schadewald, Hoyer, Buckley. MOTION CARRIED UNANIMOUSLY

13. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding obtaining property for employee parking downtown.

Motion made by Supervisor Moynihan, seconded by Supervisor Campbell to return to regular order of business. Roll call vote taken: Ayes: Campbell, Erickson, Lund, Moynihan, Schadewald, Hoyer, Buckley. MOTION CARRIED UNANIMOUSLY

14. Reconvene into Open Session: The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding obtaining property for employee parking downtown.

No action taken.

Other

15. Such other matters as authorized by law.

Although shown in the proper format here, this was taken following Item 11.

Supervisor Brusky recalled her earlier communication regarding her constituent's concerns about her salary in the Clerk of Court's office. In June a motion was made that referred the communication to staff to come back in 60 days with a list of employees who are in the same predicament and whether they were budgeted for a higher amount than they were being paid.

Roellich informed she did a snapshot of employees and found that approximately 600 employees in a variety of departments are in a similar predicament of being longer term employees who are being paid less than new hires.

This is not going to a simple fix. Lund agreed and said something needs to be done in the future because this is patently unfair, especially in a government situation where everyone knows what everyone gets paid.

Buckley would like Roellich to continue to work on what a long term solution to this may be instead of piece mealizing this and noted that it will also need a fiscal impact. Roellich said she pulled the class and comp that went into effect in 2016 and looked at everyone hired in 2015 or prior who were below the mid-point of their position and there are a great number of employees. To bring them all to mid-point is estimated to cost over \$2 million dollars. These numbers are to the best of her recollection. Schadewald feels this is something we will have to work on until the budget.

Supervisor Erickson said that part of this stems back to the 120 employees who came to the Committee in January who feel that they are classified incorrectly and are being underpaid compared to coworkers who are doing similar or the same duties. Roellich said she has done an RFP for a new class and comp study that she has provided to Corporation Counsel for input. She noted that the data we have is old and needs to be updated and she informed that compensation is based on supply and demand. When positions are in short supply, people are paid more, but when there is a surplus of employees for certain positions, the compensation is not as competitive. She feels that updated data is needed to get a better idea of where the County really is.

Brusky commented that the constituent that brought this issue forward noted that there was a recent job posting for a judicial assistant. The posting listed a pay range of \$18.14 to \$22.67, but in the budget, there are eight judicial assistants making more than that at \$22.97 an hour, but one judicial assistant, who happens to be in the same branch as Brusky's constituent, is making \$22.22. There are eight being paid at \$22.97 and one being paid \$22.22. Lund acknowledged that these issues need to be resolved, but in the meantime the County still has to be able to hire people with the appropriate credentials to get the work done.

On another issue, Moynihan brought up the meeting schedule for the County Board and Committees for December, 2017 around the holidays. He provided a calendar with dates that some of the Committees have already been moved to and asked the Committee chairs to talk to their Committees about their meeting dates and keep the Board office advised.

No action taken.

16. **Adjourn.**

Motion made by Supervisor Moynihan, seconded by Supervisor Schadewald to adjourn at 6:42 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary



Benefits Advisory Committee Meeting Minutes

August 16, 2017

I. Call to order

Chair Jason Carviou called to order the regular meeting of the Benefits Advisory Committee at 9:12am on August 16, 2017 at the Northern Building Room 200.

II. Roll call

Present: Sandy Juno, Kathy Radue, Michael Keon, Julie Wall, Louise Pfotenhauer, Kathryn Roelich, Timeka Olson

Excused: Renee VandeVoort, Supervisor Patrick Moynihan

III. Approval/Modify Agenda

Motion to approve the agenda was made by Sandy Juno. Seconded by Michael Keon. Agenda was approved without change.

IV. Approve/Modify Minutes from last meeting

Motion to approve the minutes from the June 7 meeting was made by Sandy Juno. Seconded by Michael Keon. Minutes were approved without changes.

V. Report – Plan Performance for June and July 2017

It was reported that overall claims are up. No historical year to date figures or factors that contribute to change were provided as part of the monthly Health Plan Performance Monitor (HPPM) report. At the June 7 meeting it was requested that this information be provided with the monthly report.

VI. Discuss preliminary recommendations regarding health insurance

There was discussion as to why there is an anticipated 18% increase in the premium for next year. No motions were made.

VII. Review analysis from HR/M3 of plan design changes submitted from meeting June 7, 2017

Information was reviewed. There was discussion about true high deductible plans and the possibility of offering two plan options in 2018. No motions were made.



VIII. Other Discussion/New Business

No additional discussion or new business.

IX. Announcements/Comments/Next Meeting

The next meeting was set for September 20, 2017 at 9am in Northern Building Rm 200.
The Administration Committee will be invited to attend.

X. Adjournment

Motion to adjourn was made by Louise Pfotenhauer, seconded by Michael Keon.
Chair Jason Carviou adjourned the meeting at 11:00am.

Minutes submitted by: Louise Pfotenhauer, 8/28/2017.

FOR September 20, 2017 MEETING

2

Arenz, Molter, Macy, Riffle & Larson SC

720 N. East Ave, PO Box 1348
Waukesha, WI 53187
Phone: (262) 548-1340
www.ammrlsc.net

INTERIM INVOICE

Invoice # 1376
Date: 08/25/2017
Due On: 09/24/2017

Brown County
Rebecca S. Lindner - via email
Brown County Asst. Corporation Counsel
305 E. Walnut Street, Ste. 680
Green Bay, WI 54305

USDOJ Brown County Sheriff's Department LEP Investigation

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Attorney	Date	Description	Quantity	Rate	Total
RDB	07/19/2017	Review Additional Information from State and from FNS Regarding Request for Additional Information from County	0.40	\$170.00	\$68.00
RDB	07/19/2017	Telephone Conference with Jenny Hoffman Regarding Request for Additional Information from FNS	0.20	\$170.00	\$34.00
RDB	07/24/2017	Continue Review of Recent Requests for Information from FNS	0.40	\$170.00	\$68.00
RDB	07/24/2017	Review and Provide Input on Hoffman Response to FNS Civil Rights Responses Addendum A Draft for Comment sent by State to County	0.60	\$170.00	\$102.00
			Quantity Subtotal		1.6

Time Keeper	Quantity	Rate	Total
Remzy D. Bitar	1.6	\$170.00	\$272.00
		Quantity Total	1.6

Subtotal	\$272.00
Total	\$272.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
1376	09/24/2017	\$272.00	\$0.00	\$272.00
Outstanding Balance				\$272.00
Total Amount Outstanding				\$272.00

Please make all amounts payable to: Arenz, Molter, Macy, Riffle & Larson SC



Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

RECEIVED BY
AUG 10 2017
Brown County
Corporation Counsel

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Invoice Date August 8, 2017
Invoice No. 1490775

Client/Matter 018236-0047 Fox River Fiber Sludge Disposal Matter

For professional services rendered through July 31, 2017, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
7/24/17	I Pitz	Review revised addendum from Fox River Fiber; consult with client regarding same; revise and return same to Fox River Fiber's counsel; follow up with Patrick Taylor regarding Outagamie County agreement.	4.50	\$ 2,160.00
Total Hours and Services			4.50	\$ 2,160.00
Total Services				\$ 2,160.00
Total Disbursements				0.00
Total This Invoice				<u>\$ 2,160.00</u>

100.014.001.5716

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Invoice 1490775
018236-0047
August 8, 2017
Page 2 of 2

Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
7/13/17	1484877	\$ 1,392.00	\$ 0.00	\$ 1,392.00
8/8/17	1490775	2,160.00	0.00	<u>2,160.00</u>
Outstanding Due:				<u>3,552.00</u>

Outstanding Invoice Aging:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121+</u>
3,552.00	0.00	0.00	0.00	0.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	<u>4.50</u>	\$ 480.00	<u>\$ 2,160.00</u>
Totals		4.50		\$ 2,160.00

JAMES P. O'NEIL
ATTORNEY AT LAW
403 S. Jefferson Street
P.O. Box 1625
Green Bay, WI 54305-1625

Brown County Treasurer
% Paul Zeller
PO Box 23600
Green Bay, WI 54305-3600

Page: 1
07/31/17
Account No: 222-100M
Statement No: 58223

Interim Statement

	Hours	
04/05/17 Receipt and Review of judgment	.10	
06/16/17 Receipt and Review of email and memo from Jason, prepare email to Brent and Jason, review email from Brent, prepare email to Brent, review email from Brent, review file, telephone conference with Chris Werner, prepare email to parties regarding status	.80	
06/19/17 Receipt and Review of email from Atty Haroldson, prepare email to Atty Haroldson, review email from Jason, prepare email to Jason	.40	
06/26/17 Receipt and Review of letter and documents from Atty Haroldson, review file	.30	
07/12/17 Receipt and Review of authenticated copies of Motion and Order of Dismissal and Judgment regarding 2013 tax liens	.10	
For Current Services Rendered	1.70	119.00
Total Current Work		119.00

Charge Acct #
100-080-001-5810
Tax Debt Expense

8-4-17
OK to Pay
Paul Zeller
BC TREASURER

100.016.001.5716

Brown County Treasurer

Page: 2
07/31/17
Account No: 222-100M
Statement No: 58223

Balance Due

\$119.00
=====

BROWN COUNTY
ATTN: DAVID HEMERY
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 225864
INVOICE DATE DECEMBER 16, 2016
ATTY. ANDREW T. PHILLIPS

SHERIFF'S DEPT. SUPERVISORS BARGAINING 15-16ATTER NO. 009948-00018

DISBURSEMENTS

10/30/16 TRAVEL EXPENSES - MILEAGE TO/FROM BROWN COUNTY FOR SHERIFF'S SUPERVISORY STAFF CONTRACT NEGOTIATIONS (108 MILES) 10/21/16	58.32
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CURRENT DISBURSEMENTS FOR THIS MATTER	<u>\$58.32</u>
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BILLING SUMMARY

CURRENT DISBURSEMENTS FOR THIS MATTER	\$58.32
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TOTAL AMOUNT DUE FOR THIS MATTER	<u>\$58.32</u>
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BROWN COUNTY
 ATTN: DAVID HEMERY
 305 EAST WALNUT STREET
 P.O. BOX 23600
 GREEN BAY, WI 54305-3600

INVOICE NO. 225864
 INVOICE DATE DECEMBER 16, 2016
 ATTY. ANDREW T. PHILLIPS

SHERIFF'S DEPT. NON-SUP. LABOR ASSN. 2017-18 ATTER NO. 009948-00019

PROFESSIONAL SERVICES RENDERED THROUGH NOVEMBER 30, 2016

10/04/16 WGB REVIEW LABOR CONTRACT FOR POSSIBLE PROPOSALS.	1.50	330.00
10/05/16 WGB PREPARE LIST OF POSSIBLE PROPOSALS; DRAFT OUTLINE OF ESTABLISHING BARGAINING GOALS FOR EXECUTIVE COMMITTEE.	2.50	550.00
10/12/16 WGB RESEARCH ISSUE REGARDING HRA CONTRIBUTION TO DEPUTIES AND BARGAINING OBLIGATIONS.	.70	154.00
10/13/16 DH ANALYZE BARGAINING PERMISSIBILITY OF EMPLOYER HRA CONTRIBUTIONS UNDER CASE LAW AS WELL AS THE AMENDED WISCONSIN STATUTE PROHIBITING CERTAIN BARGAINING FOR PUBLIC SAFETY EMPLOYEES.	2.90	638.00
10/14/16 WGB EDIT AND REVISE LETTER TO MR. BILSKI REGARDING HRA CONTRIBUTION.	.50	110.00
10/17/16 WGB TELEPHONE CONFERENCES WITH MR. BILSKI REGARDING HRA CONTRIBUTIONS, COMMENCEMENT OF NEGOTIATIONS AND OTHER PENDING MATTERS; RESEARCH REGARDING HRA CONTRIBUTIONS AS PART OF INSURANCE PLAN.	1.60	352.00
10/18/16 WGB TELEPHONE CONFERENCE WITH MR. BILSKI REGARDING HRA CONTRIBUTION.	.50	110.00
10/25/16 WGB EMAIL CORRESPONDENCE TO MR. CERMELE REGARDING DATES FOR BARGAINING; REVIEW PROPOSALS FROM COUNTY AND UNION IN LAST CONTRACT.	1.00	220.00
11/07/16 WGB REVIEW ARBITRATOR'S AWARD IN SICK LEAVE PAYOUT GRIEVANCE.	.80	176.00
11/08/16 WGB TELEPHONE CONFERENCE WITH MR. BILSKI AND MR. DELAINE REGARDING ISSUES OUTSTANDING AND COUNTY RESPONSE.	1.00	220.00

BROWN COUNTY
009948-00019

PAGE 2

11/14/16 WGB EMAIL MATERIAL ON FLSA TO MR. BILSKI.	.30	66.00
11/16/16 WGB TELEPHONE CONFERENCE WITH MR. BILSKI REGARDING UPDATE ON BOARD ACTIONS WITH RESPECT TO PAID SICK LEAVE AND HEALTH INSURANCE.	.50	110.00
11/28/16 WGB TELEPHONE CONFERENCE WITH MR. BILSKI REGARDING FLSA ISSUES.	.30	66.00
11/30/16 WGB TELEPHONE CONFERENCE WITH MR. BILSKI REGARDING MEMO ON SICK LEAVE PAYOUT AND FLSA ISSUES.	.30	66.00

CURRENT FEES FOR THIS MATTER \$3,168.00

BILLING SUMMARY

WILLIAM G. BRACKEN	11.50 hours at	\$220.00 =	2530.00
DEVIN HAYES	2.90 hours at	\$220.00 =	638.00

CURRENT FEES FOR THIS MATTER \$3,168.00

TOTAL AMOUNT DUE FOR THIS MATTER

\$3,168.00

BROWN COUNTY
ATTN: DAVID HEMERY
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 229656
INVOICE DATE FEBRUARY 27, 2017
ATTY. ANDREW T. PHILLIPS

SHERIFF'S DEPT. NON-SUP. LABOR ASSN. 2017-18 ATTER NO. 009948-00019

PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 31, 2017
12/19/16 WGB RESEARCH REGARDING FLSA TRAINING REQUIREMENTS. .50 110.00

CURRENT FEES FOR THIS MATTER \$110.00

BILLING SUMMARY

WILLIAM G. BRACKEN 0.50 hours at \$220.00 = 110.00

CURRENT FEES FOR THIS MATTER \$110.00

TOTAL AMOUNT DUE FOR THIS MATTER

\$110.00

BROWN COUNTY
ATTN: DAVID HEMERY
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 229656
INVOICE DATE FEBRUARY 27, 2017
ATTY. ANDREW T. PHILLIPS

SICK LEAVE GRIEVANCE

MATTER NO. 009948-00007

PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 31, 2017

01/23/17 WGB EMAIL CORRESPONDENCE TO MR. BILSKI REGARDING EMPLOYEES RECEIVING SICK LEAVE PAYOUT.	.30	72.00
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CURRENT FEES FOR THIS MATTER	\$72.00
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BILLING SUMMARY

WILLIAM G. BRACKEN	0.30 hours at \$240.00 =	72.00
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CURRENT FEES FOR THIS MATTER	\$72.00
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TOTAL AMOUNT DUE FOR THIS MATTER	<hr/> \$72.00
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BROWN COUNTY
 ATTN: DAVID HEMERY
 P.O. BOX 23600
 GREEN BAY, WI 54305-3600

INVOICE NO. 229659
 INVOICE DATE FEBRUARY 27, 2017
 ATTY. ANDREW T. PHILLIPS

HIGHWAY - PD&T MATTER

MATTER NO. 009948-00021

PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 31, 2017

12/02/16	SC	MULTIPLE CORRESPONDENCE WITH D. REISLIGER REGARDING PREVIOUS WRITTEN OFFERS, J.O., AND FONFEREK'S SETTLEMENT OFFER.	.80	224.00
12/05/16	SC	CORRESPONDENCE WITH P. FONTECCHIO REGARDING COUNTY'S REJECTION OF SETTLEMENT OFFER; TELEPHONE CONFERENCE WITH J. KELLY REGARDING SAME; RECEIVE AND CURSORY REVIEW OF M. OSKEY'S APPRAISAL; FOLLOW UP WITH ATTY. KELLY REGARDING OUTSTANDING DOCUMENTS DUE FROM MR. MACWILLIAMS.	.70	196.00
12/12/16	SC	TELEPHONE CONFERENCE WITH J. KELLY RE: OSKEY'S DEPOSITION; LENGTHY TELEPHONE CONFERENCE WITH OSKEY RE: AVAILABILITY, DEPOSITION PREP, AND HIS OPINIONS.	1.30	364.00
12/13/16	SC	CORRESPOND WITH J. KELLY RE: DEPOSITION OF M. OSKEY IN OSHKOSH.	.20	56.00
12/14/16	SC	CORRESPONDENCE WITH J. KELLY REGARDING JANUARY 10, 2017 DEPOSITION OF M. OSKEY; CORRESPONDENCE WITH M. OSKEY REGARDING SAME.	.30	84.00
01/06/17	SC	TELEPHONE CONFERENCE WITH P. FONTECCHIO REGARDING STATUS OF CASE; TELEPHONIC PREPARATION SESSION WITH M. OSKEY REGARDING HIS DEPOSITION AND EXPERT REPORT; REVIEW AND PRODUCE MIKE OSKEY'S FILE; CORRESPONDENCE WITH J. KELLY REGARDING DEPOSITION NOTICE AND COURT REPORTER.	2.80	784.00
01/07/17	SC	CORRESPONDENCE WITH J. KELLY REGARDING MIKE OSKEY'S DEPOSITION.	.20	56.00
01/09/17	SC	REVIEW OSKEY'S APPRAISAL IN ADVANCE OF TOMORROW'S DEPOSITION.	.80	224.00

BROWN COUNTY
 009948-00021

PAGE 2

01/10/17 SC	TRAVEL TO OSHKOSH TO MEET WITH M. OSKEY IN ADVANCE OF DEPOSITION (1.7); MEET WITH M. OSKEY (0.8); DEFEND M. OSKEY DURING HIS DEPOSITION (2.5); TRAVEL BACK TO MILWAUKEE (1.7).	6.70	1876.00
01/11/17 SC	STRATEGIZE REGARDING FONFEREK'S REQUEST FOR WRITTEN DISCOVERY AND CLIENT FILE.	.30	84.00
01/12/17 SC	PREPARE RESPONSE TO ATTY. KELLY'S INFORMAL REQUEST FOR FACT DISCOVERY.	.20	56.00
01/13/17 SC	STUDY PLAINTIFF'S REQUEST FOR PRODUCTION OF DOCUMENTS; BEGIN PREPARING MOTION TO QUASH; BEGIN WORK ON FINAL PRETRIAL DOCUMENTS.	1.90	532.00
01/16/17 SC	REVISIONS TO BROWN COUNTY'S MOTION TO QUASH PLAINTIFF'S DISCOVERY DEMANDS.	1.10	308.00
01/16/17 NJB	RESEARCH FOR AND PREPARE DRAFT MOTION TO QUASH DISCOVERY DEMANDS AND BRIEF IN SUPPORT ALONG WITH AFFIDAVIT OF ALAN MARCUVITZ AND EXHIBITS.	4.50	1012.50
01/17/17 SC	REVISE MOTION TO QUASH AND FILE SAME WITH COURT.	.80	224.00
01/17/17 NJB	COMPLETE BRIEF IN SUPPORT OF MOTION TO QUASH DISCOVERY DEMANDS AND AFFIDAVIT REGARDING THE SAME AND PREPARE DRAFT PRE-TRIAL DOCUMENTS, INCLUDING PRE-TRIAL REPORT, JURY INSTRUCTIONS, ETC.	3.30	742.50
01/18/17 JLA	BATES STAMP DOCUMENTS; PREPARATION OF CORRESPONDENCE TO ATTY. KELLY RE SAME.	.20	40.00
01/18/17 SC	PRODUCE SUPPLEMENTAL FILE OF M. OSKEY TO J. KELLY; CORRESPONDENCE WITH P. FONTECCHIO REGARDING DISCOVERY DEMANDS, FINAL PRETRIAL, AND TRIAL DOCUMENTS.	.90	252.00
01/24/17 SC	STUDY FONFEREK'S BRIEF IN OPPOSITION TO MOTION TO QUASH AND STRATEGIZE REGARDING REPLY TO COURT REGARDING MISREPRESENTATIONS.	.90	252.00
01/25/17 AHM	REVIEW MATERIALS; TELEPHONE CONFERENCE WITH S. CHINTAMANENI.	.50	200.00

BROWN COUNTY
 009948-00021

PAGE 3

01/25/17 SC	DRAFT REPLY LETTER TO COURT ON MOTION TO QUASH AND FILE (1.2); RECEIVE COPIES OF OPEN RECORDS REQUEST AND FORWARD TO P. FONTECCHIO (0.2); TELEPHONE CONFERENCE WITH COURT TO SCHEDULE COURT HEARING ON MOTION TO QUASH (0.3).	1.70	476.00
01/26/17 SC	LENGTHY TELEPHONE CONFERENCE WITH P. FONTECCHIO REGARDING PUBLIC RECORDS REQUEST; FOLLOW UP RESEARCH ON VARIOUS FOLLOW UP ISSUES RELATED TO THE PUBLIC RECORDS REQUEST.	.90	252.00
01/26/17 CVH	FOLLOW UP RESEARCH ON VARIOUS ISSUES RELATED TO THE PUBLIC RECORDS REQUEST.	1.50	375.00
01/27/17 SC	WORK ON DETAILED EMAIL TO F. FONTECCHIO REGARDING OPEN RECORDS LAW EXCEPTIONS AND COMPLIANCE.	.60	168.00
01/27/17 SC	DRAFT FINAL PRETRIAL REPORT AND WORK ON TRIAL EXHIBIT LIST.	2.10	588.00
01/27/17 CVH	FOLLOW UP RESEARCH ON VARIOUS ISSUES RELATED TO THE PUBLIC RECORDS REQUEST.	.30	75.00
01/29/17 NJB	REVIEW AND EDIT DRAFT PRE-TRIAL REPORT.	.50	112.50
01/30/17 SC	WORK ON BROWN COUNTY'S TRIAL EXHIBIT LIST; RECEIVE AND STUDY FONFEREK'S LETTER TO THE COURT REGARDING OUTSTANDING DISCOVERY.	.80	224.00
01/30/17 NJB	REVIEW/EDIT DRAFT EXHIBIT LIST FOR SUBMITTAL WITH PRE-TRIAL REPORT.	.40	90.00
01/31/17 SC	CORRESPONDENCE WITH P. FONTECCHIO REGARDING STATUS ON GATHERING RECORDS FOR PLAINTIFF'S OPEN RECORDS REQUEST; STUDY ATTORNEY KELLY'S REPLY LETTER.	.10	28.00

CURRENT FEES FOR THIS MATTER

\$9,955.50

DISBURSEMENTS

12/05/16 BROWN & JONES REPORTING - RE: PROFESSIONAL SERVICES RENDERED ON INVOICE #77888	569.75
12/28/16 FED EX REGARDING DELIVERY ON 12/05/16	13.07
12/28/16 FED EX REGARDING DELIVERY ON 12/07/16	10.55

BROWN COUNTY
009948-00021

PAGE 4

01/30/17	FED EX REGARDING DELIVERY ON 01/17/17	12.07
01/30/17	TRAVEL EXPENSES - MILEAGE TO/FROM OSHKOSH TO DEFEND DEPOSITION OF M. OSKEY (138.8 MILES) 01/01/17	74.26
12/29/16	ACTION DIGITAL - RE: COPY SERVICES ON INVOICE #2629	67.58
01/19/17	HENES & ASSOCIATES REPORTING SERVICES, INC - RE: COURT REPORTER FEES ON INVOICE #46185	183.53

CURRENT DISBURSEMENTS FOR THIS MATTER	<u>\$930.81</u>
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BILLING SUMMARY

ALAN H. MARCUVITZ	0.50 hours at \$400.00 =	200.00
JILL L. ARPS	0.20 hours at \$200.00 =	40.00
SMITHA CHINTAMANENI	26.10 hours at \$280.00 =	7308.00
NICHOLAS J. BOERKE	8.70 hours at \$225.00 =	1957.50
CHRISTINE V. HAMIEL	1.80 hours at \$250.00 =	450.00

CURRENT FEES FOR THIS MATTER	\$9,955.50
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CURRENT DISBURSEMENTS FOR THIS MATTER	\$930.81
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TOTAL AMOUNT DUE FOR THIS MATTER	<u>\$10,886.31</u>
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BROWN COUNTY
ATTN: DAVID HEMERY
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 232007
INVOICE DATE APRIL 10, 2017
ATTY. ANDREW T. PHILLIPS

HEALTH INSURANCE LITIGATION

MATTER NO. 009948-00009

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2017

03/13/17 JRM TELEPHONE CONFERENCE WITH MR. BILSKE REGARDING HSA PAYMENTS.	.30	72.00
03/16/17 JRM RECEIPT AND REVIEW OF HSA DATA.	.30	72.00

CURRENT FEES FOR THIS MATTER \$144.00

BILLING SUMMARY

JAMES R. MACY 0.60 hours at \$240.00 = 144.00

CURRENT FEES FOR THIS MATTER \$144.00

TOTAL AMOUNT DUE FOR THIS MATTER

\$144.00

BROWN COUNTY
ATTN: DAVID HEMERY
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 232008
INVOICE DATE APRIL 10, 2017
ATTY. ANDREW T. PHILLIPS

HIGHWAY - PD&T MATTER

MATTER NO. 009948-00021

PROFESSIONAL SERVICES RENDERED THROUGH MARCH 31, 2017

02/01/17	AHM	REVIEW MATERIALS AND NOTES; TELEPHONE CONFERENCE WITH COURT.	1.00	400.00
02/01/17	SC	PREPARE FOR AND ATTEND TELEPHONE MOTION HEARING ON MOTION TO QUASH; FINALIZE FINAL PRETRIAL DOCUMENTS; SUBMIT RESPONSE LETTER TO ATTY. KELLY REGARDING OSKEY'S PRIOR APPRAISALS; CORRESPONDENCE WITH OSKEY REGARDING SAME.	1.60	448.00
02/02/17	SC	CORRESPOND WITH J. KELLY REGARDING OSKEY FILE; TELEPHONE CONFERENCE WITH P. FONTECCHIO RE RESPONSIVE DOCUMENTS TO OPEN RECORDS LAWS.	.40	112.00
02/02/17	NJB	PREPARE DRAFT CLAW BACK AGREEMENT / ORDER.	.80	180.00
02/06/17	SC	REVISE CLAWBACK AGREEMENT AND SEND TO ATTY. KELLY FOR REVIEW AND EXECUTION (0.4).	.40	112.00
02/06/17	NJB	DETAILED REVIEW OF DOCUMENTS FOR PRODUCTION TO FONFEREKS COUNSEL AND CONFERENCE REGARDING THE SAME.	1.70	382.50
02/07/17	SC	TELEPHONE CONFERENCE WITH M. OSKEY REGARDING NUMBER OF PROPERTIES APPRAISED; DRAFT LETTER TO COURT REGARDING TOMORROW'S FINAL PRETRIAL; REVIEW ATTY. KELLY'S LETTER TO COURT; PREPARE FOR FINAL PRETRIAL AND MOTION TO QUASH; TELEPHONE CONFERENCE WITH P. FONTECCHIO REGARDING TRIAL PREPARATION.	3.80	1064.00
02/07/17	NJB	PREPARE FOR FINAL PRE-TRIAL CONFERENCE ON 2.8.17, INCLUDING REVIEW OF ALL PRE-TRIAL SUBMISSIONS TO DETERMINE DISPUTED ISSUES TO ADDRESS AT HEARING.	.70	157.50

BROWN COUNTY
009948-00021

PAGE 2

02/08/17	SC	TRAVEL TO BROWN COUNTY FOR FINAL PRETRIAL AND MOTION TO QUASH (2.0); ATTEND FINAL PRETRIAL AND MOTION TO QUASH (1.5); RETURN TRAVEL TO MILWAUKEE AND DISCUSS OUTCOME OF FINAL PRETRIAL WITH MR. FONTECCHIO EN ROUTE (2.0); WORK ON RESPONSES TO REQUEST FOR PRODUCTION OF DOCUMENTS (0.2).	5.70	1596.00
02/08/17	NJB	ATTEND PRE-TRIAL COURT CONFERENCE BY TELEPHONE AND PREPARE CERTAIN DISCOVERY RESPONSES.	1.30	292.50
02/09/17	SC	TELEPHONE CONFERENCE WITH M. OSKEY REGARDING TRIAL DATES AND NUMBER OF APPRAISALS BETWEEN 2010 AND 2015; REVISIONS TO BROWN COUNTY'S RESPONSES TO REQUEST FOR DOCUMENTS AND PREPARE DOCUMENTS FOR PRODUCTION.	1.90	532.00
02/10/17	JLA	PREPARATION OF BATES STAMPED DOCUMENTS	.70	168.00
02/10/17	SC	FINALIZE BROWN COUNTY'S RESPONSES TO PLAINTIFFS' REQUEST FOR PRODUCTION OF DOCUMENTS AND OPEN RECORDS REQUEST; TELEPHONE CONFERENCES WITH P. FONTECCHIO AND DEPUTY CORPORATION COUNSEL REGARDING DOCUMENT PRODUCTION AND MEDIATION; PREPARE LETTER TO ATTY. KELLY REGARDING MEDIATION; PRODUCE ALL RESPONSIVE DOCUMENTS; OBTAIN AND CURSORY REVIEW OF K. HOOKER'S FILE FOR PRIVILEGE LOG.	2.40	672.00
02/13/17	SC	REVIEW ATTY. HOOKER'S FILE AND PREPARE PRIVILEGE LOG; CORRESPONDENCE WITH ATTY. KELLY REGARDING SAME AND M. OSKEY LETTER; PREPARE ORDER REGARDING FEBRUARY 8, 2017 MOTION HEARING.	2.90	812.00
02/13/17	NJB	REVIEW/EDIT PROPOSED ORDER RE MOTION TO QUASH AND PRIVILEGE LOG.	.30	67.50
02/14/17	SC	CORRESPONDENCE WITH ATTY. KELLY REGARDING POTENTIAL MEDIATORS FOR SECOND MEDIATION.	.40	112.00
02/16/17	SC	ANALYZE PLAINTIFF'S MOTION IN LIMINE AND RESEARCH APPLICABLE STATUTES FOR RESPONSE.	.80	224.00
02/17/17	SC	CORRESPONDENCE WITH J. KELLY REGARDING SETTLEMENT NEGOTIATIONS AND PENDING MOTION IN LIMINE; RESEARCH FEDERAL REGULATIONS FOR APPLICABILITY; CORRESPONDENCE WITH CLIENT REGARDING SAME.	1.20	336.00

BROWN COUNTY
 009948-00021

PAGE 3

02/18/17	AHM	CONFERENCE WITH S. CHINTAMANENI; REVIEW AND REVISE MOTION TO DISQUALIFY.	1.00	400.00
02/20/17	SC	TELEPHONE CONFERENCE WITH P. FONTECCHIO AND EMAIL CORRESPONDENCE WITH G. GERBERS REGARDING PLAINTIFF'S MOTION IN LIMINE AND FINAL PRETRIAL.	.40	112.00
02/20/17	SC	BEGIN DRAFTING BRIEF IN OPPOSITION TO PLAINTIFF'S MOTION IN LIMINE.	1.30	364.00
02/20/17	SC	CONTINUE DRAFTING BRIEF IN OPPOSITION TO MOTION IN LIMINE.	2.20	616.00
02/21/17	SC	ADDITIONS TO BRIEF IN OPPOSITION TO PLAINTIFFS' MOTION IN LIMINE; CORRESPONDENCE WITH CLIENTS REGARDING SAME.	1.90	532.00
02/21/17	NJB	REVIEW AND EDIT BRIEF IN OPPOSITION TO PLAINTIFFS' MOTION IN LIMINE.	.80	180.00
02/22/17	SC	FINALIZE AND FILE BRIEF IN OPPOSITION TO MOTION IN LIMINE; ANALYZE REPLY BRIEF FILED BY FONFEREKS.	.70	196.00
02/23/17	SC	ANALYZE PLAINTIFF'S REPLY BRIEF IN SUPPORT OF MOTION IN LIMINE AND REVISED SPECIAL VERDICT; PREPARE ARGUMENT FOR TOMORROW'S FINAL PRETRIAL.	2.80	784.00
02/23/17	NJB	ANALYSIS OF PLAINTIFFS' REPLY BRIEF IN SUPPORT OF MOTION IN LIMINE TO EXCLUDE OSKEY.	.70	157.50
02/24/17	AHM	PHONE CONFERENCE.	.50	200.00
02/24/17	SC	REVIEW MCWILLIAMS EMAIL PRODUCED YESTERDAY; TRAVEL TO AND ATTEND FINAL PRETRIAL AND MOTION IN LIMINE HEARING; POST-HEARING MEETING WITH G. GERBERS AND P. FONTECCHIO; TELEPHONE CONFERENCE WITH P. FONTECCHIO AND M. OSKEY ON RETURN.	5.90	1652.00
02/24/17	NJB	PREPARE FOR, ATTEND AND TRAVEL TO COURT HEARING REGARDING PLAINTIFFS' MOTION IN LIMINE AND PRE-TRIAL CONFERENCE; PREPARE AND FINALIZE PROPOSED ORDER RESULTING FROM HEARING.	5.90	1327.50
02/27/17	SC	FILE ORDER FROM FEBRUARY 24, 2017 HEARING AND CORRESPONDENCE WITH J. KELLY AND CLIENTS REGARDING APRIL 10 AND APRIL 11 MEDIATION.	.60	168.00

BROWN COUNTY
 009948-00021

PAGE 4

02/28/17	SC	TELEPHONE CONFERENCE WITH P. FONTECCHIO REGARDING APRIL 11, 2017 MEDIATION; CORRESPONDENCE WITH C. GRAUPNER AND ATTY. KELLY REGARDING APRIL 11, 2017 MEDIATION; WORK ON SETTLEMENT ANALYSIS SPREADSHEET.	.80	224.00
02/28/17	NJB	PREPARE MEDIATION SPREADSHEET WITH VARIOUS OUTCOMES FOR CONSIDERATION BY AND DISCUSSION WITH CLIENT.	.70	157.50
03/07/17	SC	CORRESPONDENCE WITH MEDIATOR AND ATTY. KELLY REGARDING MEDIATION ON APRIL 11, 2017.	.20	56.00
03/13/17	SC	CORRESPONDENCE WITH G. GERBER AND P. FONTECCHIO RE: 4/11 MEDIATION.	.20	56.00

CURRENT FEES FOR THIS MATTER \$14,850.50

DISBURSEMENTS

		PHOTOCOPY CHARGES - FEBRUARY	73.10
02/16/17		FED EX REGARDING DELIVERY ON 02/01/17	12.07
02/28/17		TRAVEL EXPENSES - MILEAGE TO/FROM GREEN BAY TO ATTEND HEARING IN BROWN COUNTY CIRCUIT COURT (214 MILES) 02/08/17	114.49
03/15/17		TRAVEL EXPENSES - MILEAGE TO/FROM GREEN BAY TO ATTEND HEARING IN BROWN COUNTY CIRCUIT COURT (214 MILES) 02/24/17	114.49

CURRENT DISBURSEMENTS FOR THIS MATTER \$314.15

BROWN COUNTY
009948-00021

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BILLING SUMMARY

ALAN H. MARCUVITZ	2.50 hours at	\$400.00 =	1000.00
JILL L. ARPS	0.70 hours at	\$240.00 =	168.00
SMITHA CHINTAMANENI	38.50 hours at	\$280.00 =	10780.00
NICHOLAS J. BOERKE	12.90 hours at	\$225.00 =	2902.50

CURRENT FEES FOR THIS MATTER \$14,850.50

CURRENT DISBURSEMENTS FOR THIS MATTER \$314.15

TOTAL AMOUNT DUE FOR THIS MATTER \$15,164.65

BROWN COUNTY
ATTN: DAVID HEMERY
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 239436
INVOICE DATE AUGUST 8, 2017

ATTY. ANDREW T. PHILLIPS

GENERAL

MATTER NO. 009948-00008

PROFESSIONAL SERVICES RENDERED THROUGH JULY 31, 2017

06/27/17 ATP	TELEPHONE CONFERENCE WITH ASST. CORP COUNSEL GERBERS REGARDING FML/ADA SITUATION (.2); ANALYSIS OF APPLICABLE REGULATIONS REGARDING SAME (.5); CONFERENCE CALL WITH ATTORNEY HAMIEL, MS. ROELlich AND ASST. CORP COUNSEL GERBERS REGARDING SAME (.5).	1.20	288.00
06/27/17 CVH	TELEPHONE CONFERENCE WITH KATHRYN ROELlich AND GREG GERBERS REGARDING EMPLOYEE ACCOMMODATIONS AND LEAVE MATTER.	.50	120.00
06/29/17 ATP	ANALYSIS OF INFORMATION REGARDING CURRAN FML ALLOTMENT (.6); MEETING WITH ATTORNEY HAMIEL REGARDING CALCULATIONS (.2); EMAILS REGARDING SAME (.2); REVISIONS TO LETTER TO MS. CURRAN (.2).	1.20	288.00
06/29/17 CVH	REVIEW EMPLOYEE DOCUMENTATION RELATED TO ACCOMMODATIONS AND MEDICAL LEAVE; PREPARE CORRESPONDENCE TO EMPLOYEE FOR K.ROELlich SIGNATURE REGARDING USE OF FMLA AND ACCOMMODATIONS.	1.90	456.00
06/30/17 MCO	ADVISE REGARDING APPLICABLE CONFIDENTIALITY OBLIGATIONS RELATED TO DISCLOSURE OF HEALTH INFORMATION.	.20	48.00
06/30/17 ATP	ANALYSIS OF INFORMATION REGARDING FML REQUEST.	.30	72.00
06/30/17 CVH	RECEIVE AND REVIEW EMPLOYEE DOCUMENTATION REGARDING FMLA LEAVE EXHAUSTION; REVIEW AND REVISE CORRESPONDENCE TO EMPLOYEE; REVISE HIPAA RELEASE FORM; TELEPHONE CONFERENCE WITH TIMEKA OLSON REGARDING SAME.	2.70	648.00

BROWN COUNTY
 009948-00008

PAGE 2

07/05/17 CVH	RECEIVE AND REVIEW CORRESPONDENCE FROM PARENT REGARDING DAUGHTER'S INABILITY TO RETURN TO WORK; REVIEW MEDICAL PROVIDER DOCUMENTATION; LEGAL ANALYSIS REGARDING LEAVE AS A REASONABLE ACCOMMODATION.	1.40	336.00
07/06/17 ATP	ANALYSIS OF ADA RISKS ASSOCIATED WITH TERMINATING EMPLOYEE THAT HAS EXHAUSTED FML.	.20	48.00
07/07/17 CVH	CORRESPONDENCE SERIES WITH KATHRYN ROELlich REGARDING EMPLOYEE LEAVE OF ABSENCE MATTER.	.30	72.00
07/10/17 CVH	CORRESPONDENCE SERIES WITH K.ROELlich; LEGAL ANALYSIS OF EMPLOYEE ACCOMMODATION REQUEST FOR LEAVE OF ABSENCE AND DETERMINATION OF REASONABLENESS OF SAME; ANALYSIS OF LEGAL STRATEGY FOR PROCESSING EMPLOYEE ACCOMMODATION REQUESTS.	2.70	648.00
07/11/17 CVH	TELEPHONE CONFERENCE WITH K.ROELlich REGARDING TWO EMPLOYEE REQUESTS FOR MEDICAL LEAVE; REVISE COMMUNICATION TO EMPLOYEE REGARDING MEDICAL LEAVE; CORRESPONDENCE WITH K.ROELlich REGARDING SAME; PREPARE ACCOMMODATIONS CORRESPONDENCE TO EMPLOYEE; CORRESPONDENCE WITH K.ROELlich REGARDING SAME.	1.90	456.00
07/26/17 CVH	RECEIVE AND REVIEW EMPLOYEE MEDICAL DOCUMENTATION AND CORRESPONDENCE FROM POWER OF ATTORNEY; CORRESPONDENCE SERIES WITH KATHRYN ROELlich REGARDING SAME; LEGAL ANALYSIS OF LEAVE AS A REASONABLE ACCOMMODATION.	1.50	360.00
07/27/17 CVH	TELEPHONE CONFERENCE WITH KATHRYN ROELlich AND LORI BLAYLOCK REGARDING EMPLOYEE MATTER; BEGIN PREPARATION OF CORRESPONDENCE TO EMPLOYEE.	.90	216.00
07/28/17 CVH	LEGAL RESEARCH REGARDING TERMINATION FOR MEDICAL REASONS; PREPARE EMPLOYEE CORRESPONDENCE REGARDING SAME.	2.20	528.00

CURRENT FEES FOR THIS MATTER

\$4,584.00

BROWN COUNTY
009948-00008

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BILLING SUMMARY

MEGHAN C. O'CONNOR	0.20 hours at	\$240.00 =	48.00
ANDREW T. PHILLIPS	2.90 hours at	\$240.00 =	696.00
CHRISTINE V. HAMIEL	16.00 hours at	\$240.00 =	3840.00

CURRENT FEES FOR THIS MATTER	\$4,584.00
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TOTAL AMOUNT DUE FOR THIS MATTER	\$4,584.00
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BROWN COUNTY
ATTN: DAVID HEMERY
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 225863
INVOICE DATE DECEMBER 16, 2016
ATTY. ANDREW T. PHILLIPS

GENERAL

MATTER NO. 009948-00008

PROFESSIONAL SERVICES RENDERED THROUGH NOVEMBER 30, 2016

07/08/16 CVH	CORRESPONDENCE SERIES WITH MS. ZAEHRINGER REGARDING SEASONAL EMPLOYEE (.3); LEGAL ANALYSIS OF EMPLOYEE PROHIBITED PRACTICE ALLEGATION, INCLUDING ANALYSIS OF WHETHER CONDUCT RISES TO THE LEVEL OF MUTUAL AID AND PROTECTION UNDER WIS. STAT. " 111.70 AND WHETHER EMPLOYEE QUIT IS CONSISTENT WITH A CONSTRUCTIVE DISCHARGE (3.6) .	3.90	858.00
07/11/16 CVH	TELEPHONE CONFERENCE WITH MS. ZAEHRINGER REGARDING SEASONAL EMPLOYEE (.3); PREPARE E-MAIL COMMUNICATION TO MS. ZAEHRINGER WITH LEGAL ANALYSIS OF EMPLOYEE PROHIBITED PRACTICE ALLEGATION (.3); ADDITIONAL ANALYSIS REGARDING CORRECTIVE ACTIONS FOR MANAGEMENT RELATIVE TO EMPLOYEE DISCIPLINE FOR PROTECTED ACTIVITY (.9) .	1.50	330.00
07/19/16 CVH	TELEPHONE CONFERENCE WITH BRITTANY ZEHRINGER REGARDING PERSONNEL ORDINANCES AND EMPLOYEE HANDBOOK CONSOLIDATION; CURSORY REVIEW OF EMPLOYEE POLICIES AND ASSESSMENT OF NEEDED REVISIONS.	.70	154.00
08/01/16 CVH	TELEPHONE CONFERENCE WITH MS. ZAEHRINGER REGARDING ON-CALL POLICY AND GRIEVANCE PROCEDURE CONSIDERATIONS.	.30	66.00
08/02/16 CVH	PREPARE ON-CALL POLICY FOR COMMITTEE REVIEW.	.40	88.00
08/03/16 CVH	TELEPHONE CONFERENCE WITH BRITTANY ZAEHRINGER TO DISCUSS ON-CALL POLICY LANGUAGE REVISIONS.	.60	132.00

9-7-17
-DPH

BROWN COUNTY
009948-00008

PAGE 2

08/11/16 CVH TELEPHONE CONFERENCE WITH BRITTANY ZAEHRINGER REGARDING COMMITTEE MEETING SUGGESTED POLICY REVISIONS.	.50	110.00
08/16/16 CVH CORRESPONDENCE SERIES WITH MS. ZAEHRINGER REGARDING POLICY REVISIONS SUGGESTED BY COMMITTEES.	.40	88.00
08/19/16 CVH TELEPHONE CONFERENCE WITH MS. ZAEHRINGER AND MS. O'CONNELL REGARDING EMPLOYEE DISCIPLINARY MATTER; TELEPHONE CONFERENCE WITH MS. ZAEHRINGER REGARDING AFFIRMATION OF AMOUNTS DEPOSITED INTO DEPUTIES HRA ACCOUNTS.	.60	132.00
08/26/16 JRM EMAILS WITH WERC CONCERNING STATUS OF HRA FUNDING GRIEVANCE.	.30	66.00
11/03/16 JRM EMAILS CONCERNING HSA PAYMENT LITIGATION.	.30	66.00
11/07/16 JRM EMAILS WITH ATTORNEY CERMELE REGARDING HSA FUNDING MATTER.	.20	44.00
11/10/16 ATP (NO CHARGE) TELEPHONE CONFERENCE WITH EXECUTIVE; ANALYSIS OF AG OPINIONS AND CONSTITUTION PROVISION REGARDING VETO POWERS; FOLLOW-UP TELEPHONE CONFERENCE WITH CORPORATION COUNSEL HEMERY.	1.00	NO CHARGE

CURRENT FEES FOR THIS MATTER	\$2,134.00
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DISBURSEMENTS

07/15/16 TRAVEL EXPENSES - TRAVEL TO /FROM BROWN COUNTY FOR EXECUTIVECOMMITTEE MEETING (117 MILES) 06/06/16	63.18
07/15/16 TRAVEL EXPENSES - - TRAVEL TO /FROM BROWN COUNTY FOR COUNTY BOARD MEETING (117 MILES) 06/15/16	63.18
07/15/16 TRAVEL EXPENSES - - TRAVEL TO /FROM BROWN COUNTY FOR EXECUTIVECOMMITTEE MEETING (117 MILES) 06/06/16	63.18
07/15/16 TRAVEL EXPENSES - TRAVEL TO /FROM BROWN COUNTY FOR COUNTY BOARD MEETING (117 MILES) 06/15/16	63.18

CURRENT DISBURSEMENTS FOR THIS MATTER	\$252.72
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BROWN COUNTY
009948-00008

PAGE 3

BILLING SUMMARY

ANDREW T. PHILLIPS	1.00 hours at	\$0.00 =	.00
CHRISTINE V. HAMIEL	8.90 hours at	\$220.00 =	1958.00
JAMES R. MACY	0.80 hours at	\$220.00 =	176.00

CURRENT FEES FOR THIS MATTER	\$2,134.00
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CURRENT DISBURSEMENTS FOR THIS MATTER	\$252.72
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TOTAL AMOUNT DUE FOR THIS MATTER	\$2,386.72
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BROWN COUNTY
ATTN: BRITTANY ZAEHRINGER
EMAIL INVOICES
ZAEHRINGER_BG@CO.BROWN.WI.US

INVOICE 220743
INVOICE DATE SEPTEMBER 8, 2016
TAX ID. 39-1576289
ATTY. CHRISTINE V. HAMIEL

CHAPTER 4 REVIEW

MATTER NO. 009948-00020

PROFESSIONAL SERVICES RENDERED THROUGH AUGUST 31, 2016

08/05/16	CVH	INCORPORATE HANDBOOK PROVISIONS INTO CHAPTER 4 AND REVISE ACCORDINGLY.	2.00	430.00
08/10/16	CVH	CONTINUE DRAFTING REVISIONS TO CHAPTER 4.	1.90	408.50
08/15/16	CVH	CONTINUE WORK ON REVISIONS TO CHAPTER 4; FINALIZE DRAFT OF CHAPTER 4 FOR MS. ZAEHRINGER CONSIDERATION; CORRESPONDENCE SERIES WITH MS. ZAEHRINGER REGARDING SAME.	2.20	473.00
08/17/16	CVH	TELEPHONE CONFERENCE WITH MS. ZAEHRINGER REGARDING REVISIONS; REVISE AND UPDATE CHAPTER 4.	2.70	580.50
08/18/16	CVH	TELEPHONE CONFERENCE WITH MS. ZAEHRINGER TO DISCUSS REVISIONS TO CHAPTER 4; PREPARE REVISIONS IN ACCORDANCE WITH COUNTY GUIDANCE.	3.00	645.00
08/19/16	CVH	REVISE AND UPDATE DRAFT OF CHAPTER 4; CORRESPONDENCE TO MS. ZAEHRINGER REGARDING SAME.	1.50	322.50
08/26/16	CVH	PREPARE EXECUTIVE SUMMARY TO MS. ZAEHRINGER REGARDING EXPLANATION OF REVISION PROCESS TO CHAPTER 4 AND THE EMPLOYEE HANDBOOK.	1.40	301.00
08/29/16	CVH	FINALIZE EXECUTIVE SUMMARY; CORRESPONDENCE SERIES WITH MS. ZAEHRINGER REGARDING SAME; TELEPHONE CONFERENCE WITH MS. ZAEHRINGER REGARDING SAME.	1.40	301.00

CURRENT FEES FOR THIS MATTER

\$3,461.50

9.7.17
-DPH

BROWN COUNTY
009948-00020

PAGE 2

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$3,461.50
TOTAL CURRENT CHARGES THIS MATTER	\$3,461.50
BALANCE FORWARD	\$1,320.00
TOTAL AMOUNT DUE FOR THIS MATTER	\$4,781.50

BROWN COUNTY
ATTN: DAVID HEMERY
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 225864CR
INVOICE DATE SEPTEMBER 7, 2017
TAX ID. 39-1576289

CLIENT NO. 009948

SHERIFF'S DEPARTMENT

MATTER NO. 009948-00014

CREDIT PER BILLING ERROR

(\$2,240.00)

~~9-7-17~~
- DLT

BROWN COUNTY
ATTN: DAVID HEMERY
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 225864
INVOICE DATE DECEMBER 16, 2016
ATTY. ANDREW T. PHILLIPS

SHERIFF'S DEPARTMENT

MATTER NO. 009948-00014

PROFESSIONAL SERVICES RENDERED THROUGH NOVEMBER 30, 2016

07/06/16	WGB	REVIEW EXHIBITS FROM ARBITRATION HEARING; TRACE HISTORY OF SICK LEAVE PAYOUT PROVISION IN LABOR CONTRACTS.	2.00	440.00
07/07/16	CFC	REVIEW BANKED SICK LEAVE POLICY IN UNION CONTRACT. E-MAIL TO W. BRACKEN AND CONFERENCE WITH D. BOROWSKI REGARDING TAX IMPACT OF GIVING RETIREES A SICK LEAVE CASH-OUT OPTION.	3.40	748.00
07/07/16	WGB	DRAFT OUTLINE OF ARGUMENTS FOR BRIEF; RESEARCH REGARDING TAX IMPLICATIONS OF OPTION FOR CASH OR HEALTH INSURANCE AS UNION'S REMEDY REQUESTS.	4.00	880.00
07/13/16	WGB	TELEPHONE CONFERENCE WITH MR. BOROWSKI REGARDING SUPPLEMENTING THE RECORD FOR MR. DELAIN'S TESTIMONY.	.50	110.00
07/14/16	JRM	REVIEW OF BARGAINING AGREEMENT LANGUAGE AND LATE REQUEST TO BARGAIN; MEETING WITH PERSONNEL DEPARTMENT REGARDING PENDING GRIEVANCE, INVESTIGATION MATTER AND BARGAINING ISSUES.	3.20	704.00
07/14/16	WGB	PREPARE MATERIAL TO SUPPLEMENT THE RECORD BEFORE ARBITRATOR JONES; SEND MATERIAL TO MR. DELAIN FOR REVIEW; EDIT AND REVISE OUTLINE OF BRIEF.	1.00	220.00
07/15/16	WGB	REVIEW MATERIAL FROM MR. DELAIN REGARDING ATTENDANCE AT CONFERENCE; TELEPHONE CONFERENCE WITH MR. CERMELE REGARDING NEED TO SUPPLEMENT ARBITRATION RECORD; DRAFT LETTER TO MR. CERMELE REGARDING MR. DELAIN'S ATTENDANCE AT CONFERENCE; TELEPHONE CONFERENCES WITH MR. CERMELE REGARDING UNION WITNESS; TELEPHONE CONFERENCE WITH MR. DELAIN REGARDING TESTIMONY AND SUPPLEMENTING THE ARBITRATION RECORD.	4.00	880.00

BROWN COUNTY
 009948-00014

PAGE 2

07/15/16 WGB	REVIEW PROPOSALS FROM COUNTY AND UNION; EMAIL CORRESPONDENCE TO MR. POTEAT AND TEAM REGARDING SCHEDULING OF NEXT SESSION; TELEPHONE CONFERENCE WITH MR. DELAIN REGARDING 7-C EXEMPTION UNDER FLSA.	1.00	220.00
07/25/16 WGB	REVIEW TRANSCRIPT FROM SECOND HEARING; EMAIL ARBITRATOR JONES STIPULATION REGARDING MR. DELAIN'S SCHEDULING CONFLICT; REVIEW COUNTY EXHIBITS IN PREPARATION FOR HEARING.	2.00	440.00
07/25/16 WGB	EMAIL TO MR. POTEAT REGARDING NEW DATES FOR BARGAINING SESSION.	.20	44.00
07/26/16 WGB	REVIEW TRANSCRIPT FROM BOTH DAYS OF HEARING; REVIEW COUNTY AND UNION EXHIBITS; PREPARE FOR UNION WITNESS.	4.00	880.00
07/27/16 WGB	PREPARATION AND PARTICIPATION IN DAY 3 GRIEVANCE HEARING BEFORE ARBITRATOR JONES (VIA PHONE); BEGIN ORGANIZING AND REVIEWING EXHIBITS FOR BRIEF; PREPARE OUTLINE OF ARGUMENTS.	6.50	1430.00
08/01/16 WGB	BEGIN DRAFT OF BRIEF; PREPARE INTRODUCTION AND FACTS SECTION.	2.00	440.00
08/02/16 WGB	EMAIL BARGAINING TEAM FOR DATES TO MEET; EMAIL CORRESPONDENCE TO MR. POTEAT REGARDING DATES TO MEET FOR BARGAINING.	.30	66.00
08/02/16 WGB	REVIEW TRANSCRIPT FROM DAY 3 HEARING.	.90	198.00
08/03/16 WGB	REVIEW TRANSCRIPT FOR UNION WITNESSES' TESTIMONY IN PREPARATION OF BRIEF.	2.30	506.00
08/15/16 ATP	ANALYSIS OF STIPULATION AND ORDER REGARDING AMENDED PLEADINGS; ANALYSIS OF PLAINTIFF'S MOTION TO AMEND; ANALYSIS OF AMENDED COMPLAINT; EMAIL TO ATTORNEY CERMELE.	.40	88.00
08/15/16 WGB	SUMMARIZE TESTIMONY OF WITNESSES IN PREPARATION OF BRIEF.	2.00	440.00
08/16/16 WGB	REVIEW TRANSCRIPT; SUMMARIZE TESTIMONY OF WITNESSES; DRAFT FACT SECTION OF BRIEF.	5.00	1100.00
08/17/16 WGB	CONTINUED WORKING ON DRAFT OF BRIEF; DRAFT OF SECTIONS ON FACTS OF CASE AND ARGUMENT REGARDING CLEAR LANGUAGE.	5.00	1100.00

BROWN COUNTY
 009948-00014

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08/24/16	WGB	CONTINUED WORK ON BRIEF WRITING SECTION 2 ON PRACTICE AND BARGAINING HISTORY.	5.00	1100.00
08/24/16	WGB	REVIEW COUNTY AND UNION PROPOSALS; TELEPHONE CONFERENCE WITH MS. ZAEHRINGER REGARDING ANALYSIS OF UNION'S PROPOSALS; PREPARE SUMMARY AND EMAIL TO MS. ZAEHRINGER.	1.30	286.00
08/25/16	WGB	CONTINUED WRITING OF BRIEF; WORK ON SECTIONS 3, 4 AND 5 REGARDING BARGAINING HISTORY, TAX ISSUES AND UNION SEEKING GAINS IN ARBITRATION.	5.50	1210.00
08/29/16	WGB	EDIT AND REVISE FACT SECTION OF BRIEF.	5.00	1100.00
08/29/16	WGB	TELEPHONE CONFERENCES WITH MS. ZAEHRINGER REGARDING REVIEW OF BARGAINING PROPOSALS; EMAIL CORRESPONDENCE TO ALL PARTIES RESCHEDULING BARGAINING SESSION.	.30	66.00
08/30/16	JRM	REVIEW OF DRAFT LANGUAGE CONCERNING SHERIFF'S DUTY TO APPOINT SUBORDINATES AS IT RELATES TO COUNTY EXECUTIVE; RESEARCH REGARDING SAME.	.60	132.00
08/30/16	WGB	TELEPHONE CONFERENCE WITH MS. ZAEHRINGER REGARDING COUNTY'S INITIAL PROPOSAL; SUMMARIZE RESULTS OF CONFERENCE CALL; PREPARE MEMO TO TEAM SUMMARIZING POSSIBLE COUNTER-PROPOSALS.	3.00	660.00
08/30/16	WGB	REVIEW AND EDIT FIRST SECTION OF BRIEF.	1.00	220.00
08/31/16	WGB	EMAIL CORRESPONDENCE TO BARGAINING TEAM REGARDING SUMMARY OF POSITIONS ON BOTH PROPOSALS.	.20	44.00
08/31/16	WGB	CONTINUED WRITING OF BRIEF AND EDITING.	6.30	1386.00
10/04/16	WGB	TELEPHONE CONFERENCE WITH MR. BILSKI REGARDING SUPERVISORS' BARGAINING ISSUES; SUMMARIZE TENTATIVE AGREEMENTS FOR EXECUTIVE COMMITTEE MEETING; EMAIL CORRESPONDENCE TO BARGAINING TEAM REGARDING PREPARING COST ESTIMATES AND SCHEDULING OF NEXT SESSION WITH UNION.	1.50	330.00
10/04/16	WGB	REVIEW UNION'S REPLY BRIEF.	.80	176.00
10/06/16	WGB	TELEPHONE CONFERENCE WITH MR. BILSKI REGARDING EXECUTIVE COMMITTEE MEETING AND UPDATE ON OTHER OUTSTANDING ISSUES.	.30	66.00

BROWN COUNTY
009948-00014

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10/10/16 JRM RECEIPT AND REVIEW OF AMENDED COMPLAINT DOCUMENTS; TELEPHONE CONFERENCE WITH JON CERMELE CONCERNING ERROR IN AMENDED COMPLAINT AND REQUEST TO REFILE.	.40	88.00
10/11/16 JRM EMAIL FROM ATTORNEY CERMELE REGARDING STIPULATION TO CONSOLIDATE CASES; EMAIL RESPONSE TO SAME.	.40	88.00
10/11/16 WGB TELEPHONE CONFERENCE WITH MR. BILSKI REGARDING HEALTH INSURANCE FOR RETIREES, SUPERVISORS' BARGAINING STATUS AND NEGOTIATION PLANS WITH DEPUTIES.	.40	88.00
10/18/16 WGB TELEPHONE CONFERENCE WITH MR. BILSKI, MR. HEMERY, AND MR.DELAIN REGARDING REVIEW OF STATUS OF BARGAINING.	1.50	330.00
10/19/16 WGB REVIEW UNION PROPOSAL.	.50	110.00
10/21/16 WGB PREPARATION AND PARTICIPATION IN MEET AND CONFER SESSION WITH SHERIFF'S DEPT. SUPERVISORS UNION.	4.50	990.00
10/25/16 WGB REVISE AND EDIT CHANGES TO CONTRACT; SEND DRAFT OF NEW CONTRACT TO ALL PARTIES; BEGIN DRAFT OF MINUTES FROM BARGAINING SESSION.	3.50	770.00
11/07/16 WGB TELEPHONE CONFERENCE WITH MR. BILSKI REGARDING UNION RATIFICATION OF TENTATIVE AGREEMENT.	.20	44.00
11/16/16 CFC CONFERENCE WITH W. BRACKEN AND TELEPHONE CONFERENCE WITH P. BILSKI REGARDING ALTERNATIVE USES FOR THE CASH EQUIVALENT OF UNUSED SICK LEAVE.	1.50	330.00

CURRENT FEES FOR THIS MATTER \$20,548.00

DISBURSEMENTS

07/15/16 TRAVEL EXPENSES - TRAVEL TO/FROM GREEN BAY FOR BARGAINING (234 MILES) 06/13/16	126.36
07/30/16 TRAVEL EXPENSES - MILEAGE TO/FROM GREEN BAY RE: MEETING TO PREPARE DEPUTY CHIEF TODD DELAIN FOR HIS TESTIMONY AT ARBITRATION HEARING (108 MILES) 06/28/16	58.32

BROWN COUNTY
009948-00014

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07/30/16	TRAVEL EXPENSES - MILEAGE TO/FROM GREEN BAY RE: ARBITRATION HEARING (108 MILES) 06/29/16	58.32
07/30/16	TRAVEL EXPENSES - MILEAGE TO/FROM GREEN BAY (110 MILES)	59.40
08/30/16	TRAVEL EXPENSES - MILEAGE TO/FROM GREENBAY FOR PREPARATION AND PARTICIPATION IN GRIEVANCE ARBITRATION HEARING, DAY THREE BEFORE ARBITRATOR JONES (107 MILES) 07/27/16	57.78
07/26/16	FREELANCE REPORTING - RE: TRANSCRIPTS FROM ARBITRATION TRIAL	281.15
08/04/16	FREELANCE REPORTING - RE: TRANSCRIPTS FROM DAY THREE OF ARBITRATION TRIAL	178.85

CURRENT DISBURSEMENTS FOR THIS MATTER	<u>\$820.18</u>
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BILLING SUMMARY

CATHERINE F. CONWAY	4.90 hours at \$220.00 =	1078.00
ANDREW T. PHILLIPS	0.40 hours at \$220.00 =	88.00
JAMES R. MACY	4.60 hours at \$220.00 =	1012.00
WILLIAM G. BRACKEN	83.50 hours at \$220.00 =	18370.00

CURRENT FEES FOR THIS MATTER	\$20,548.00
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CURRENT DISBURSEMENTS FOR THIS MATTER	\$820.18
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TOTAL AMOUNT DUE FOR THIS MATTER	<u>\$21,368.18</u>
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BROWN COUNTY
ATTN: DAVID HEMERY
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 225865
INVOICE DATE DECEMBER 16, 2016
ATTY. ANDREW T. PHILLIPS

HIGHWAY - PD&T MATTER

MATTER NO. 009948-00021

PROFESSIONAL SERVICES RENDERED THROUGH NOVEMBER 30, 2016

09/16/16 AHM	REVIEW MATERIALS AND NOTES; PREPARATION OF CORRESPONDENCES.	2.00	800.00
09/18/16 AHM	REVIEW MATERIALS AND NOTES; PREPARATION OF CORRESPONDENCE AND NOTES.	1.00	400.00
09/19/16 NJB	CONFERENCE WITH ALAN MARCUVITZ REGARDING LITIGATION AND PREPARE SUBSTITUTION OF COUNSEL PAPERWORK AND NOTICE OF MOTION AND MOTION TO ADJOURN PRE-TRIAL AND TRIAL AND EXPLANATORY COVER LETTER.	1.20	270.00
09/19/16 ATP	EMAILS REGARDING STATUS AND OVERVIEW OF APPRAISALS; ANALYSIS OF DOCUMENTS; MEETING WITH ATTORNEY MARUVITZ REGARDING STRATEGY; CONFERENCE CALL WITH CORPORATION COUNSEL.	1.20	360.00
09/20/16 AHM	CONFERENCE WITH CLIENT.	5.00	2000.00
09/21/16 AHM	REVIEW MATERIALS AND NOTES; PREPARATION OF CORRESPONDENCE AND DOCUMENTS.	4.00	1600.00
09/21/16 ATP	MEETING WITH ATTORNEY MARCUVITZ REGARDING STRATEGY FOR CASE AND TRIAL.	.30	90.00
10/01/16 AHM	PREPARATION AND CORRESPONDENCE.	2.00	800.00
10/03/16 NJB	COORDINATE SERVICE OF DEPOSITION NOTICE AND SUBPOENA ON SCOTT MACWILLIAMS AND RECEIPT OF CORRESPONDENCE FROM OPPOSING COUNSEL REGARDING THE SAME.	.40	90.00
10/08/16 AHM	PREPARATION OF CORRESPONDENCE.	.40	160.00
10/17/16 AHM	PREPARATION.	2.00	800.00

BROWN COUNTY
 009948-00021

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10/18/16 AHM	PREPARATION AND PHONE CONFERENCE.	1.00	400.00
10/20/16 SC	TELEPHONE CONFERENCE WITH OPPOSING COUNSEL AND COURT TO MODIFY TRIAL AND FINAL PRE-TRIAL DATES.	.20	56.00
10/21/16 SC	TELEPHONE CONFERENCE WITH M. OSKEY REGARDING TRIAL DATES AND CORRESPONDENCE WITH J. KELLY REGARDING SAME.	.30	84.00
10/30/16 AHM	PREPARATION FOR TRIAL AND DEPOSITION.	3.50	1400.00
11/14/16 SC	TELEPHONE CONFERENCE WITH J. KELLY REGARDING MCWILLIAMS DEPOSITION AND FINAL PRETRIAL.	.40	112.00
11/16/16 SC	STUDY MCWILLIAMS APPRAISAL FOR DEPOSITION; TELEPHONE CONFERENCE WITH MCWILLIAMS REGARDING DEPOSITION AND HIS WORK FILE.	1.50	420.00
11/17/16 SC	PREPARE DETAILED CROSS-EXAMINATION OUTLINE FOR MCWILLIAMS' DEPOSITION.	3.90	1092.00
11/18/16 SC	CONSIDER ADDITIONAL ISSUES FROM MACWILLIAMS APPRAISAL AND NEGOTIATION HISTORY FOR CROSS-EXAMINATION.	1.10	308.00
11/21/16 SC	RESEARCH LAND USE, ZONING AND TOPOGRAPHY ISSUES; STUDY MCWILLIAMS' PRIOR DEPOSITION AND COUNTY'S APPRAISAL IN PREPARATION FOR MCWILLIAMS DEPOSITION.	4.20	1176.00
11/21/16 NJB	ASSIST SMITHA CHINTAMANENI IN PREPARATION FOR MACWILLIAMS DEPOSITION, INCLUDING REVIEW DEPOSITION OUTLINE AND PROVIDE COMMENTS AND DISCUSS CERTAIN ASPECTS OF MACWILLIAMS APPRAISAL REPORT.	.70	157.50
11/22/16 SC	PREPARE FOR AND TAKE DEPOSITION OF SCOTT MCWILLIAMS.	4.30	1204.00
11/22/16 NJB	ASSIST SMITHA CHINTAMANENI WITH DEPOSITION OF SCOTT MACWILLIAMS, INCLUDING REVIEW OF HIS WORKFILE AND DUE DILIGENCE ON PROPERTY INFORMATION.	.60	135.00
11/29/16 SC	CORRESPONDENCE WITH J. KELLY REGARDING SCOTT MCWILLIAMS' EXPERT FILE; TELEPHONE CONFERENCE WITH M. OSKEY REGARDING HIS FILE AND DEPOSITION AVAILABILITY IN DECEMBER.	.60	168.00

BROWN COUNTY
009948-00021

PAGE 3

11/30/16 SC	TELEPHONE CONFERENCE WITH J. KELLY REGARDING FONFEREK'S SETTLEMENT PROPOSAL.	.50	140.00
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CURRENT FEES FOR THIS MATTER	\$14,222.50
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DISBURSEMENTS

10/05/16	ATTOE-WATSON & CO., INC. - RE: PROCESS SERVER FEE	68.70
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CURRENT DISBURSEMENTS FOR THIS MATTER	<u>\$68.70</u>
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BILLING SUMMARY

ALAN H. MARCUVITZ	20.90 hours at \$400.00 =	8360.00
SMITHA CHINTAMANENI	17.00 hours at \$280.00 =	4760.00
NICHOLAS J. BOERKE	2.90 hours at \$225.00 =	652.50
ANDREW T. PHILLIPS	1.50 hours at \$300.00 =	450.00

CURRENT FEES FOR THIS MATTER	\$14,222.50
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CURRENT DISBURSEMENTS FOR THIS MATTER	\$68.70
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TOTAL AMOUNT DUE FOR THIS MATTER	<u>\$14,291.20</u>
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GARY A. WICKERT, S.C.

Attorney and Counselor at Law

801 E. WALNUT • P.O. BOX 1656

GREEN BAY, WISCONSIN 54305

Gary A. Wicken

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

August 24, 2017

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
7/21	Letter from Tom Miller re; Oneida Lease;	.10
	Letter from Tom Miller re: ground lease;	
	Review draft re: ground lease;	
	Phone conference with Tom Miller re:	
	possible lease;	1.40
	Phone conference with Sue Bertrand re: GBP-	
	insurance, ground transportation	.35
7/22	Email from Sue Bertrand/Tito re: FAA-MOU;	.10
	Email to Kirk Safford re: ground transportation;	.10
	Letter to Sue Bertrand re: Certificate of	
	Insurance - GBP	.15
7/24	Review Millennium Agreement;	
	Phone conference with Sue Bertrand re: Executive	
	Air percentage rent and Millennium;	2.00
	Check Millennium emails information re: matrix;	.20
	Phone conference with Tom Miller re: PD&T	
	meeting and review § 25.09;	.65
	Attend PD&T meeting	2.75
7/25	Complete review of Millennium agreement;	
	Phone conference with Sue Bertrand re: Millennium;	1.40
	Prepare revised Millennium agreement	1.00
7/26	Phone conference with Tom Miller re: ground	
	transportation, etc.;	.75
	Revise § 25.09;	1.70
	Letter to Tom Miller re § 25.09;	.20
	Email from Sue Bertrand re: Mead & Hunt review	
	FAA lease	2.25
7/27	Review miscellaneous correspondence from Sue	
	Bertrand and Tom Miller re: Cummins, Jet Air,	
	Millennium, etc.;	.50
	Phone conference with Vickie re: road lease rent;	.15
	Review Oneida Ground Lease file (road);	
	Letter to Tom Miller re: Oneida Ground Lease;	2.25
	Review and revise § 25.09;	.25
	Begin review of FAA material - Mead & Hunt	1.25

100.016.001.5716

Page Two
August 24, 2017

7/28	Work on FAA lease and prepare revised provisions based on Mead & Hunt review;	1.50
	Meeting at Airport with Tom Miller and Sue Bertrand re: FAA	1.75
7/31	Review files re: Clabots hangar lease;	1.50
	Work on Clabots lease;	1.50
	Review ground transportation file re: \$ 25.09 amendment;	.50
	Complete Clabots lease;	1.00
	Phone conference with Tom Miller re: leases, FAA, etc.	.50
8/1	Revise Clabots lease re: base rent/appraisal;	1.25
	Letter to Tom Miller;	.50
	Review and revise Millennium Digital agreement;	.75
	Letter to Sue Bertrand re: Millennium;	.75
	Prepare/finalize response to FAA comments re: lease (tower);	1.75
8/2	Letter to Tom Miller re: FAA lease (tower)	1.75
	Review emails re: liability limitation - Cummins;	.35
	Letter to Tom Miller and Sue Bertrand re: Cummins;	.40
	Review Clabots lease;	.10
	Letter from August N. re: Millennium	.90
8/7	Phone conference with Sue Bertrand re: Clabots	.90
8/8	Phone conference with Sue Bertrand re: FAA, Millennium, etc.;	.10
	Letter from Sue Bertrand re: Millennium;	.65
	Phone conference with Sue Bertrand re: Lamers, etc.	.40
8/9	Received correspondence from Sue Bertrand re: TNC fees;	.10
	Review revised Millennium agreement;	.75
	Phone conference with Sue Bertrand re: Millennium;	.35
	Phone conference with Scott re: TNC fees, etc., re: McCarren	.35
8/10	Phone conference with Sue Bertrand re: Millennium Agreement;	1.15
	Review "final" of \$ 25.09 for County Board meeting;	.65
	Phone conference with Dave Hemery;	.15
	Review miscellaneous correspondence - Holden, Hemery, etc., re: \$ 25.09;	.15
	Review emails - Sue Bertrand and August N. re: Millennium	.10
8/11	Phone conference with Sue Bertrand re: ground transportation	.25
8/15	Phone conference with Tom Miller re: ground transportation and other miscellaneous matters;	1.00
	Begin review of Oneida promo space-Tribe comments	.35

Page Three
August 24, 2017

8/16	Letter to Tom Miller re: Oneida promo space lease;	.50
	Review Tantara/Condo Corp file;	
	Letter to Tom Miller re: Tantara/Condo Corp;	.40
	Review correspondence from Tito Stokes and revise MOU - Navigational Aids;	
	Letter to Tom Miller re: MOU - Navigational Aids;	1.40
	Letter to Tom Miller re: American Airlines;	.10
	Review notice re: TNC operations;	
	Letter to Tom Miller re: TNC	.15
8/17	Phone conference with Sue Bertrand re: ground transportation;	.40
	Phone conference with Sue Bertrand re: ground transportation;	
	Prepare Permits: Taxicab, TNC, limousine, shuttle; Letter to Tom Miller;	
	Prepare Application for Taxicab Company Permit	4.75
8/18	Phone conference with Tom Miller and Sue Bertrand re: ground transportation - permits	.60
8/23	Phone conference with Sue Bertrand re: ground transportation - permits and legislation;	.50
	Review information re; legislation to amend Chapter 440 (TNC) and insurance requirements (TNC);	
	Review revised (final) Permits (all four);	1.75
	Review correspondence re: "charter bus" and ground transportation and ordinance/requirement;	
	Phone conference with Tom Miller, Sue Bertrand, and Marty Piette re: ground transportation, etc.;	1.75
	Review Chapter 180 re: foreign corporations - Certificate of Authority	.25
8/24	Review Chapter 180 and 183 re: foreign entities; Prepare revised paragraph for Lyft;	
	Letter to Tom Miller re: foreign entities;	
	Phone conference with Tom Miller re: ground transportation, FAA, and Jet Air;	2.00
	Review correspondence from Tom Miller and Jim Nelson re: FAA lease;	.25
	Review FAA Navigational Aids file.	.10
	TOTAL HOURS:	53.50

53.50 HOURS @ \$295.00 PER HOUR = \$15,782.50

AMOUNT DUE ON ACCOUNT: \$15,782.50

Thank you.
GAW:prn

4. **Communication from Supervisor Brusky re:** I am requesting an adjustment in hourly wages for the Brown County employees who, because they were initially hired at a lower starting pay, now make less than employees with less experience who were hired after them. I am particularly referring to those hired in 2013 – or other pertinent years. *Referred from May County Board.*

Supervisor Brusky informed she has heard about some County employees who are making less than people hired after them in the same position. This was brought to her attention by one of her constituents, Katie Liegeois, who is in this situation and Brusky felt it was worthy of consideration. Brusky provided a handout, a copy of which is attached that shows that Liegeois started in February, 2013 and is making less than three people in the same position that were hired after her and she feels this is extremely unfair and frustrating. Brusky is aware that there are other employees in the County in this same situation and she is also aware of at least two resignations because of it.

Supervisor Buckley informed that this matter was brought forward at the last Public Safety meeting and said he can sympathize with this, but it was his understanding that when the new Human Resources Director was hired she was going to look at this situation. Human Services Director Kathryn Roellich informed that neither the current Chapter 4, nor the resolution implementing the current class and comp contain a mechanism to do a wage adjustment as is being discussed. The resolution that was passed implementing the class and comp talks about two ways to increase employee compensation. One way is an across the board increase and the other is a pay for performance increase, but both of these options would have to be approved by the County Board. Roellich continued that they are looking at the class and comp and although she does not want to go into details at this time, they do have ideas on how to address this. Buckley asked Roellich how many employees are in this same situation but Roellich did not have an exact number at this time. She is working on a list of employees that were hired in 2015 and prior and where they are in relation to the class and comp. She was not specifically looking at those who were behind in compensation compared to those that were hired after them and she explained that compensation is like a supply and demand issue. One year there may be a shortfall of one position, for example, nurses, so the compensation would be very competitive. Years down the road, there may be a plethora of nurses and the County would not be in the same position.

Buckley said this situation was created by someone being allowed to hire someone at a higher rate than other people with more seniority without doing any sort of adjustment and he feels fixing the situation takes more authority than the Chapter 4 rewrite. He also feels that when we are looking at hiring people to fill vacated positions, that the range of hourly wage should not be high enough to pay a new employee more than an existing employee is being paid. He feels there needs to be some time spent looking into what people are already making within the department so this does not continue to occur.

Supervisor Moynihan said the budget book has four positions budgeted at \$22.51 and only three positions are being paid that and one is not. Buckley feels that instead of addressing these individually, it should be dealt with overall. Lund agreed with Buckley and feels that people are quitting because of this and it would be better to keep the existing employees and not have to hire new employees who will be getting the higher rate anyway.

Supervisor Van Dyck indicated he understands the situation Liegeois is in, but feels that this needs to be dealt with fairly across the board; we cannot handle them one at a time because it is going to create a very large snowball effect. He feels we need to determine how many of these situations exist and what the total price tag would be to correct this across the entire county, similar to what was done last year with the issue of overtime. Van Dyck did caution that there will be instances in the future where market will demand that the County has to bring someone in at a higher rate than what other people in the department are making and he questions if the County is prepared to make a policy that when that occurs, we will adjust wages across the County for everyone but cautioned that that may not be such a good thing to do either because it could be very expensive in some cases.

Moynihan noted that this individual started before two of the other individuals and he feels that in this specific instance, this should be addressed. Roellich said that at the time the other positions were vacated, the department head could have moved the employee we are discussing from her position to one of the higher paying positions and then hire a new person at a lower rate. That did not happen in this instance, but it would be an option in the future. She also said that in looking at compensation, they look at a person's previous experience, the market,

what the budget is and what the midpoint of the class and comp is and try to factor that all together and then they give the department a range to hire.

Liegeois explained that when her position was posted and she applied for it, there was only one number for starting pay. The posting for the next three positions had a range for starting wage. So two of these girls came in with zero court experience but had the opportunity to argue for the higher wage. She is confused as this is a unique situation as they are not asking for extra money. The money is already included in the budget; there are four positions budgeted at \$22.51 and there are only three people being paid that amount. The person that left and the person that came in to replace her is now at the \$21 so even if her pay is bumped up to \$22.51, there would still be additional money. Liegeois noted that this situation has been going on for three years.

Supervisor Schadewald noted that at the Administration Committee meeting where this came up, it was referred back to Human Resources. He asked if the Clerk of Courts could move Liegeois up to the higher pay if he stays within the budget. Director of Administration Chad Weininger said that the only way that could happen is if there is another open position for her to fill; otherwise, there is no mechanism to allow that to happen. Schadewald said it sounds like the policies and ordinances that were passed created part of the problem. His solution to that would be to look at this from a consistency stand point. He feels that every time someone is to be hired, the department head should be talking to Human Resources and the County Board with the implications. Schadewald said this is the year to get this established and he said that the County wants to do the right thing, but there are some policies and procedures that are written in a way that do not allow it. The policies can be changed, but he feels it will take some time to figure out what the implications are and what the costs will be.

Liegeois said when she first brought this to the attention of the Clerk of Courts, he indicated that he was informed that there were approximately 90 people in a similar situation, but now that figure has been decreased to 30 – 40. Buckley reiterated that this needs to be addressed for all employees in a similar situation. He asked if there was a position that opened up, if she could apply for it to get the higher wage. Roellich said that employees can do that and Buckley feels that employees may not know they can do that. Weininger said that is something that is done very rarely because it can create a bidding type of situation.

Van Dyck agrees that this is something we need to keep looking at, but noted that it is not as simple as just looking at the handout. It would have to be determined if the other employees are making the appropriate wage as well. The same complaint or concern that Liegeois has could be shared by others in that some of those at the higher rate have been in the position longer than others and perhaps also receive more pay. He is hopeful that some of this will be fixed but this has to happen as an organization overall and not one at a time.

Motion made by Supervisor Buckley, seconded by Supervisor Schadewald to refer to staff to come back to the Executive Committee in 60 days with a list of employees who are in the same predicament and whether they are budgeted for a higher amount than they are being paid. Vote taken. Ayes: Buckley, Schadewald, Van Dyck, Hoyer, Lund Nay: Moynihan MOTION CARRIED 5 to 1

Resolutions, Ordinances

5. **An Ordinance to Create Chapter 43 of the Brown County Code of Ordinances Entitled "Property Assessed Clean Energy Financing". *Held for one month & Referred back from May County Board.***

Weininger said this continues to be a work in progress. He has talked to several people on this but is not sure he will be able to find a way to address Buckley's concerns about the triple net lease.

Motion made by Supervisor Moynihan, seconded by Supervisor Schadewald to suspend the rules and take Items 5 & 6 together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Buckley, seconded by Supervisor Schadewald to hold Items 5 & 6 for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Property Assessed Clean Energy (PACE) Resolution. *Held for one month & Referred back from May County Board.***

See action at Item 5 above.

BOARD OF SUPERVISORS

Brown County



5g

2444 BABCOCK ROAD
GREEN BAY, WISCONSIN 54313
PHONE (920) 544-8322

PATRICK W. MOYNIHAN, JR.
SUPERVISOR - DISTRICT 22

TO: BROWN COUNTY EXECUTIVE COMMITTEE

FR: PATRICK W. MOYNIHAN, JR., SUPERVISOR DISTRICT #22

RE: RESCIND CHAPTER 2; SUBSECTION 2.13 (4)(h) (entitled "Meetings, Agendas")
- BROWN COUNTY CODE OF ORDINANCES

Committee Members,

For your consideration, I hereby request striking some of the language of Brown County Code of Ordinance 2.13 (4)(h). I find it unnecessary to place closed session language on the county board's agenda, if we as a board, as deemed by the Chair, will not be convening into closed session due to lack of committee action/motion. I believe it provides a false pretense to the public and media.

Respectfully,

A handwritten signature in black ink, appearing to read "Patrick W. Moynihan, Jr.", with a stylized flourish at the end.

Patrick W. Moynihan, Jr.
Supervisor, District #22

September 20, 2017

**AN ORDINANCE AMENDING SUBSECTION 2.13(4)(h) OF CHAPTER 2 OF
THE BROWN COUNTY CODE OF ORDINANCES**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Subsection 2.13(4)(h) of Section 2.13 (entitled "Meetings, Agendas") of Chapter 2 of the Brown County Code of Ordinances is hereby amended as follows:

(h) Any item other than a closed session item appearing on a committee meeting agenda may be taken up by the County Board at the next regularly scheduled Board meeting following said committee meeting. ~~Any closed session item listed on a county committee meeting agenda for the month shall be placed on the following Brown County Board regularly scheduled meeting agenda following said committee meeting.~~

Section 2 - This Ordinance Amendment shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Corporation Counsel at Request of County Board Chairperson

Final Draft: Reviewed, Edited and Approved by Corporation Counsel

Fiscal Impact: This amended ordinance change does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
GRUSZYNSKI	5			
LEFEBVRE	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
BRUSKY	14			
BALLARD	15			
KASTER	16			
VAN DYCK	17			
LINSEN	18			
KNEISZEL	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
BLOM	23			
SCHADEWALD	24			
LUND	25			
BECKER	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**RESOLUTION ADOPTING BROWN COUNTY'S
2018 SIX-YEAR CAPITAL IMPROVEMENT PLAN**

WHEREAS, Brown County has developed a Six-Year Capital Improvement Plan ("2018 CIP") that covers the period 2018 through 2023; and

WHEREAS, said 2018 CIP, a copy of which is attached to this Resolution, is a planning document that assists Brown County going forward by providing a timeline to implement various capital projects, and by providing information regarding said capital projects' costs.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Brown County 2018 Six-Year Capital Improvement Plan is hereby adopted.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach
COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Authored By: Department of Administration

Fiscal Note: This resolution does not require an appropriation from the County General Fund. The projects listed under 2018 in the attached 2018 CIP will be included in the 2018 Proposed Budget for final approval. Projects listed under 2019-2023 will be reevaluated and updated every year and approved by inclusion in the annual CIP and budget process.

CORPORATION COUNSEL

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



David P. Hemery

Corporation Counsel

PHONE (920) 448-4006
FAX (920) 448-4003
David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: September 1, 2017
REQUEST TO: Executive Committee
MEETING DATE: 09-11-2017
REQUEST FROM: David P. Hemery
Corporation Counsel

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Adopting Brown County's 2018 Six-Year Capital Improvement Plan

ISSUE/BACKGROUND INFORMATION:

The Capital Improvement Plan assists Brown County going forward by providing a timeline and costs for various Capital Improvement Projects.

ACTION REQUESTED:

Adoption of 2018 Six-Year Capital Improvement Plan

FISCAL IMPACT:

NOTE: *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project?
\$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

2018 Capital Project 6-Year Outlook Summary

Projects Proposed

As of 8/10/17

Key for Funding Sources:

ST = Sales Tax G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TIF = TIF District S = Stadium District Sales Tax Refund CD = Charitable Donations

2018 EXECUTIVE CAPITAL IMPROVEMENTS PROGRAM (CIP) - TO BE FUNDED BY SALES TAX

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2018	2019	2020	2021	2022	2023	TOTAL
PUBLIC SAFETY	ST	1	Medical Examiner Office/Autopsy Facility	528,120	-	7,468,363	-	-	-	7,996,483
	ST		PSC 911 and TS SDC UPS Replacement	581,000	-	-	-	-	-	581,000
	ST		Public Safety Projects	-	-	-	2,000,000	-	-	2,000,000
	ST		New Jail Pod	1,071,258	13,043,710	-	-	-	-	14,114,968
			Public Safety Sales Tax Request Total	2,180,378	13,043,710	7,468,363	2,000,000	-	-	24,692,451
PLANNING, DEVELOPMENT & TRANSPORTATION:										
Planning and Land Services	ST/G/CD	1	STEM Innovation Center	7,500,000	7,500,000	-	-	-	-	15,000,000
Public Works	ST/S	1	Brown County Expo Hall	4,505,474	-	1,500,000	1,500,000	1,500,000	9,000,000	18,005,474
	ST	2	Brown County Expo Hall Maintenance	-	500,000	500,000	2,000,000	3,000,000	4,000,000	10,000,000
	ST	1	Facility Building Improvements	250,000	555,000	250,000	1,797,735	1,550,000	807,000	5,209,735
	ST	G-33	CTH G (STH 96 to CTH V) - Surface Maintenance	1,850,000	-	-	-	-	-	1,850,000
	ST	T-28	CTH T (CTH N to RR) - Reconstruction	668,000	-	-	-	-	-	668,000
	ST/P	T-30	CTH T (CTH KB to Blahnik Rd) - Reconstruction	2,540,000	-	-	-	-	-	2,540,000
	ST	PP-16	CTH PP (STH 96 to Shirley Road) - Reconstruction	1,237,500	-	-	-	-	-	1,237,500
	ST	T-27	CTH T (Pine Street to Highridge Street) - 6' Culvert Replacement	303,000	-	-	-	-	-	303,000
	ST	ZZ-15	CTH ZZ (Masse Circle to STH 57) - Reconstruction	2,756,000	-	-	-	-	-	2,756,000
	ST	XX-16	CTH XX (Bridge Over East River) - Bridge Maintenance	250,000	-	-	-	-	-	250,000
	ST	J-7	CTH J (CTH EB to CTH C) - Reconstruction	-	400,000	-	-	-	-	400,000
	ST	PP-16	CTH PP (Shirley Road to CTH V) - Reconstruction	-	1,237,500	-	-	-	-	1,237,500
	ST/G/M	EA-9	CTH EA (Willow Road to STH 29) - Reconstruction	-	2,470,000	-	-	-	-	2,470,000
	ST/G	ZZ-12	CTH ZZ (Clay Street to 800' South of Meadowlark Road) - Reconstruction	-	-	-	-	-	-	-
	ST/P	ZZ-18	CTH ZZ (800' South of Meadowlark to Tetzel Rd) - Reconstruction	-	5,700,000	-	-	-	-	5,700,000
	ST	IV-7	CTH IV (CTH P to B/K Line Rd) - Surface Maintenance	-	4,915,000	-	-	-	-	4,915,000
	ST	R-7	CTH R (Devils River Trail to CTH KB) - Reconstruction	-	-	250,000	-	-	-	250,000
	ST	V-7	CTH V (CTH T to CTH IV) - Reconstruction	-	-	250,000	-	-	-	250,000
	ST/P	W-7	CTH W (County Line to STH 96) - Reconstruction	-	-	550,000	-	-	-	550,000
	ST/P	PP-7	CTH PP (Man-Cal Rd to STH 96) - Reconstruction	-	-	4,000,000	-	-	-	4,000,000
	ST	PP-7	CTH PP (Viking Lane to CTH W) - Reconstruction	-	-	2,900,000	-	-	-	2,900,000
	ST/G/M	HH-10	CTH HH (Holmgren Way to Ashland Avenue) - Reconstruction	-	-	1,045,000	-	-	-	1,045,000
	ST	CE-7	CTH CE (Outagamie Rd to Gerrits Rd) - Reconstruction	-	-	1,745,675	-	-	-	1,745,675
	ST	DDD-7	CTH DDD (CTH DD to French Rd) - Reconstruction	-	-	-	270,000	-	-	270,000
	ST	EB-36	CTH EB (CTH F to CTH EE) - Reconstruction	-	-	-	1,020,000	-	-	1,020,000
	ST	GE-10	CTH GE (STH 172 to STH 54) - Reconstruction	-	-	-	605,000	-	-	605,000
	ST	GV-12	CTH GV (Hoffman Road to STH 172 Ramps) - Reconstruction	-	-	-	375,000	-	-	375,000
	ST	O-7	CTH O (East River Dr to CTH XX) - Reconstruction	-	-	-	400,000	-	-	400,000
	ST	T-7	CTH T (STH 54 to Caledonia Dr) - Reconstruction	-	-	-	350,000	-	-	350,000
	ST	XX-18	CTH XX (CTH O to RR Tracks) - Reconstruction	-	-	-	825,000	-	-	825,000
	ST	JJ-7	CTH JJ (CTH V to Hazen Road) - Surface Maintenance	-	-	-	500,000	-	-	500,000
				-	-	-	310,000	-	-	310,000

2018 Capital Project 6-Year Outlook Summary

Projects Proposed

As of 8/10/17

Key for Funding Source:

ST = Sales Tax G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TIF = TIF District S = Stadium District Sales Tax Refund CD = Charitable Donations

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2018	2019	2020	2021	2022	2023	TOTAL
Public Works (cont'd)	ST/P	W-7	CTH W (STH 96 to CTH PP) - Recondition	-	-	-	3,850,000	-	-	3,850,000
	ST/M	KB-7	CTH KB (Bohemia Drive Roundabout) - Construction	-	-	-	750,000	-	-	750,000
	ST/M	HH-11	CTH HH (CTH AAA to Holmgren Way) - Reconstruction	-	-	-	730,000	-	-	730,000
	ST	M-19	CTH M (Bridge Over Suamico River) - Bridge Replacement	-	-	-	560,000	-	-	560,000
	ST	EE-7	CTH EE (CTH U to CTH GE) - Surface Maintenance	-	-	-	-	350,000	-	350,000
	ST	BB-7	CTH BB (CTH R to County Line) - Recondition	-	-	-	-	330,000	-	330,000
	ST	T-7	CTH T (STH 29 to Town Line Road) - Recondition	-	-	-	-	1,110,000	-	1,110,000
	ST	V-20	CTH V (CTH O to Debra Lane) - Recondition	-	-	-	-	1,100,000	-	1,100,000
	ST/M	HS-7	CTH HS (Roundabout at White Pine) - Construction	-	-	-	-	1,250,000	-	1,250,000
	ST	X-7	CTH X (Rosemount Drive to STH 172) - Concrete Pavement Repair	-	-	-	-	500,000	-	500,000
	ST/M	C-21	CTH C (CTH FF to Greenfield Avenue) - Reconstruction	-	-	-	-	3,240,000	-	3,240,000
	ST	C-22	CTH C (Greenfield Avenue to Glendale Avenue) - Reconstruction	-	-	-	-	5,460,000	-	5,460,000
	ST	F-7	CTH F (Lawrence Avenue to American Boulevard) - Concrete Pavement	-	-	-	-	250,000	-	250,000
	ST	NN-7	CTH NN (Pine Grove Road to CTH R) - Recondition	-	-	-	-	-	440,000	440,000
	ST	P-7	CTH P (STH 54 to CTH K) - Recondition	-	-	-	-	-	1,650,000	1,650,000
	ST	Z-7	CTH Z (Outagamie Road to CTH D) - Recondition	-	-	-	-	-	1,100,000	1,100,000
	ST	XX-19	CTH XX (East River Bridge to Bellevue Street) - Reconstruction	-	-	-	-	-	2,129,000	2,129,000
	ST	M-7	CTH M (Belmont Road to CTH HS) - Reconstruction	-	-	-	-	-	5,800,000	5,800,000
	ST	Z-7	CTH Z (Bridge over Branch River) - Bridge Replacement	-	-	-	-	-	315,000	315,000
	ST	X-7	CTH X (STH 172 to Grignon Street) - Concrete Pavement Repair	-	-	-	-	-	1,300,000	1,300,000
			Planning, Development, & Transportation Total	21,859,974	23,271,500	12,990,675	15,842,735	19,640,000	26,541,000	120,151,884
			Less: Non-Sales Tax funding sources	(8,145,287)	(12,853,653)	(1,500,728)	(1,407,053)	(5,187,053)	(5,081,553)	(34,175,327)
			Planning, Development, & Transportation Sales Tax Request Total	13,714,687	10,423,847	11,489,947	14,435,682	14,452,947	21,459,447	85,976,557
HEALTH AND HUMAN SERVICES: Human Services	ST	1	Mental Health Services	-	529,360	5,511,454	-	-	-	6,040,814
			Health and Human Services Sales Tax Request Total	-	529,360	5,511,454	-	-	-	6,040,814

2018 EXECUTIVE CAPITAL IMPROVEMENTS PROGRAM (CIP) - TO BE FUNDED BY SALES TAX

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2018	2019	2020	2021	2022	2023	TOTAL
EDUCATION, CULTURE AND RECREATION: Neville Public Museum	ST	1	Permanent Exhibit	500,000	500,000	-	-	-	-	1,000,000
Zoo and Park Management	ST	1	Fairgrounds Development	210,000	-	1,600,000	1,570,000	120,000	-	3,500,000
	ST/G	4	Duck Creek Shoreline Stabilization	540,000	-	-	-	-	-	540,000
	ST/CD	5	Pamperin Playground	-	20,000	-	-	650,000	-	670,000
	ST	6	Barkhausen Classroom/Nature Center	20,000	300,000	-	-	-	-	320,000
	ST	7	Bay Shore Visitor Center	-	-	-	30,000	400,000	-	430,000
	ST/G	8	Duck Creek Trail Development	-	-	-	-	392,000	-	392,000
	ST/G	9	Reforestation Campground	-	20,000	-	-	600,000	-	620,000
	ST/G/CD	10	Fox River Trail Paving	-	-	-	-	600,000	-	600,000

2018 Capital Project 6-Year Outlook Summary

Projects Proposed

As of 8/10/17

Key for Funding Sources:

ST = Sales Tax G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TIF = TIF District S = Stadium District Sales Tax Refund CD = Charitable Donations

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2018	2019	2020	2021	2022	2023	TOTAL
Library	ST	1	Library Branch Expansion/Relocation	1,000,000	3,000,000	-	-	9,000,000	-	4,000,000
	ST	2	Library Renovations	-	-	-	2,400,000	-	4,400,000	15,800,000
			Education, Culture and Recreation Total	2,270,000	3,840,000	1,600,000	4,000,000	11,762,000	4,400,000	27,872,000
			Less: Non-sales tax funding sources	(270,000)	(20,000)	-	-	(782,000)	-	(1,072,000)
			Education, Culture and Recreation Sales Tax Request Total	2,000,000	3,820,000	1,600,000	4,000,000	10,980,000	4,400,000	26,800,000
CAPITAL PROJECTS SALES TAX REQUEST TOTAL										
Total Capital Projects Outlook Subtotal										
				26,310,352	40,690,570	27,570,492	21,842,735	31,402,000	30,941,000	178,757,149
				(8,415,287)	(12,873,653)	(1,500,728)	(1,407,053)	(5,989,053)	(5,081,553)	(35,247,327)
				17,895,065	27,816,917	26,069,764	20,435,682	25,432,947	25,859,447	143,509,822

2018 EXECUTIVE CAPITAL IMPROVEMENTS PROGRAM (CIP) - OTHER NON-SALES TAX REQUESTS

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2018	2019	2020	2021	2022	2023	TOTAL
Airport	O/G	1	Construct East GA Apron Expansion, Storm Sewer A Rehab, 6/24	2,644,279	-	-	-	-	-	2,644,279
	O/G	2	Runway Safety Area Grading North D-D1	1,699,568	-	-	-	-	-	1,699,568
	O/G	3	Construct East GA Apron Expansion & Reconstruct Fuel Farm Roads	18,481	1,607,366	-	-	-	-	1,625,847
	O/G	4	Runway Safety Area of Runway 18/36	280,800	2,499,872	-	-	-	-	2,780,672
	O/G	5	Replace Curbside Canopy, Terminal Façade, Rehab & Security	58,905	-	1,032,723	-	-	-	1,091,628
	O/G	6	Checkpoint, Exit Lane Rehab	10,400	75,712	-	-	-	-	86,112
	O/G	7	Public Parking, Lighting & Perimeter Barrier	-	-	-	-	-	-	-
	O/G	8	Reconstruct Taxiway A/F, D3/D2, Air Carrier Ramp, Construct	-	259,584	3,374,592	-	-	-	3,634,176
	O/G	9	Taxiways M HS & D HS, Signage Modifications	-	-	-	-	-	-	-
	O/G	10	Rehab Runway 18/36 South & Taxiways M, M4, M5, &	-	-	19,469	344,388	4,477,049	-	4,840,906
	O/G	11	Dutchman's Creek Culverts	56,718	-	179,978	2,034,280	-	-	2,214,258
	O/G	12	Baggage Claim Modifications	-	-	-	994,380	-	-	1,051,098
Planning and Land Services	O/G	1	West Service Roads	-	-	-	175,479	273,042	-	448,521
	O/G	2	West Side Perimeter Road Fence	-	-	-	-	14,600	-	14,600
	O/G	3	Electrical Vault Relocation	-	-	-	-	-	-	-
Port and Resource Recovery	TIF	4	Brown County Research & Business Park	-	-	-	-	-	-	-
	O	5	Bay Port Expansion	-	-	1,868,481	-	-	-	1,868,481
	O	6	Brown County South Landfill	-	-	200,000	4,000,000	4,000,000	-	8,200,000
Public Works	O	7	Transfer Station Compactor Replacement	250,000	-	-	-	-	-	250,000
	P	8	CTH XX (East River Bridge to Bellevue Street) Surface Maintenance	54,000	-	-	-	-	-	54,000
	P/G	9	CTH MM (Bridge Over Bower Creek) Bridge Replacement	600,000	-	-	-	-	-	600,000
	P	10	CTH Z (Fairview Rd to CTH NN) Box Culvert Replacement	213,000	-	-	-	-	-	213,000

2018 Capital Project 6-Year Outlook Summary

Projects Proposed

As of 8/10/17

Key for Funding Source:

ST = Sales Tax G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TIF = TIF District S = Stadium District Sales Tax Refund CD = Charitable Donations

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2018	2019	2020	2021	2022	2023	TOTAL
Public Works (cont'd)	P/G	ZZ-16	CTH ZZ (Bridge Over East River) - Bridge Replacement	597,500	-	-	-	-	-	597,500
	P/M	G-34	CTH G (CTH G & Spirit Way Intersection) - Traffic Signals/Improvement	215,000	-	-	-	-	-	215,000
	P	2018-13	Highway Safety Plan	50,000	-	-	-	-	-	50,000
	P	ZZ-19	CTH ZZ (High Street to Clay Street) - Surface Maintenance	-	73,000	-	-	-	-	73,000
	P/M	D-7	CTH D (Bridge Over Plum Creek) - Bridge Replacement	-	662,000	-	-	-	-	662,000
	P/G	HS-10	CTH HS (Bridge Over Suamico River) - Bridge Replacement	-	744,000	-	-	-	-	744,000
	P/G	J-7	CTH J (Bridge Over Suamico River) - Bridge Replacement	-	-	757,000	-	-	-	757,000
	P/G	R-7	CTH R (Bridge Over Devils River Trail) - Bridge Replacement	-	-	729,000	-	-	-	729,000
	P/G	R-7	CTH R (Bridge Over S. Wall Street) - Bridge Replacement	-	-	821,000	-	-	-	821,000
	P/G	V-7	CTH V (Bridge Over Bower Creek) - Bridge Replacement	-	-	754,000	-	-	-	754,000
	P	EB-7	CTH EB (CTH VK to Mason Street) - Concrete Pavement Repair	-	-	-	-	680,000	-	680,000
	P/M		Preliminary Costs Future Highway Projects	305,000	250,000	930,000	1,150,000	700,000	250,000	3,585,000
			Planning, Development, & Transportation Total	7,053,651	6,171,534	10,666,243	8,698,527	10,144,691	250,000	42,984,646

EDUCATION, CULTURE, AND RECREATION:

Zoo and Park Management	O/G	2	Barkhausen Land Restoration	550,000	-	-	-	-	-	550,000
	O/G	3	Bay Shore Harbor	30,000	720,000	-	-	-	-	750,000
			Education, Culture, and Recreation Total	580,000	720,000	-	-	-	-	1,300,000
			Total Capital Projects Outlook - Non-Sales Tax Requests	7,633,651	6,891,534	10,666,243	8,698,527	10,144,691	250,000	44,284,646
			Grand Total All Requests	33,944,003	47,582,104	38,236,735	30,541,282	41,546,691	31,191,000	223,041,795

September 20, 2017

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentleman:

**RESOLUTION AUTHORIZING FIRST AMENDMENT TO \$1,540,108 BROWN
COUNTY, WISCONSIN, INDUSTRIAL DEVELOPMENT REVENUE BONDS
(WESCO PROJECT) SERIES 2010 BONDS**

WHEREAS, in an authorizing resolution (the "Initial Authorizing Resolution") adopted December 15, 2010, by the County Board of Brown County, Wisconsin (the "County"), the County authorized the issuance of its industrial development revenue bonds pursuant to Section 66.1103, Wisconsin Statutes, as amended (the "Act"), in the amount of One Million Five Hundred Forty Thousand One Hundred Eight and 00/100 Dollars (\$1,540,108.00) (the "Bonds") for the purpose of financing costs related to the acquisition, construction, improvement, and/or equipping of a distribution facility located in the County, to be owned by Ashland Avenue LLC (the "Eligible Participant") and leased to WESCO Distribution, Inc., a subsidiary of WESCO International, Inc., (such acquisition, construction, improvement, and/or equipping is hereinafter referred to as the "Project"); and

WHEREAS pursuant to Wis. Stat. 66.1103(3)(g) the County is permitted, whenever it deems it necessary or desirable in fulfillment of the purposes of any industrial development revenue bonds, to consent to modifications of interest rates paid

on such bonds, a time of payment of any installment of principal or interest or any other term of the revenue agreement, indenture or bonds; and

WHEREAS U.S. Bank National Association, both as the holder of 100% of the issued and outstanding Bonds and as the Servicer appointed under the Indenture (the “Indenture”) executed in connection with the issuance of the Bonds, and the Eligible Participant have agreed to certain modifications of the interest rate and principal amortization on the Note issued in connection with the issuance of the Bonds and the Bonds themselves, as well as certain other minor modifications to certain financial covenants contained in the original documentation under which the Bonds were originally issued, all as set forth in the First Amendment to Terms of Bonds which has been submitted for review to the County Corporation Counsel; and

WHEREAS the Eligible Participant in connection with the Bond issue has requested that the County agree to the First Amendment to Terms of Bonds; and

WHEREAS, the Eligible Participant will agree in the First Amendment to Terms of Bonds to pay all of the County’s expenses with respect to the amendment to the Note and Bonds; and

WHEREAS, on September 12, 2017, a public hearing was held at 11:00 a.m. in Room 200, second floor of the Northern Building, 305 E. Walnut Street, Green Bay, WI and conducted in a manner that provided a reasonable opportunity to be heard for persons with differing views on the First Amendment to Terms of Bonds; and

WHEREAS, notice of said public hearing was published by one insertion in the official newspaper of the County for the publication of notices pursuant to Chapter 985 of

the Wisconsin Statutes, i.e., the Green Bay Press Gazette, on August 22, 2017, which is no less than 14 days before the scheduled date of the September 12, 2017 hearing; and

WHEREAS, the official newspaper is a newspaper of general circulation in the locality of the Project; and

WHEREAS, this County Board is an elected legislative body of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF BROWN COUNTY, WISCONSIN THAT:

1. Determination. The amendments to the terms of the Bonds as set forth in the First Amendment to Terms of Bonds, as requested by the Eligible Participant are hereby found, based on representations made by the Eligible Participant and the owner of the Bonds, to be necessary and desirable in fulfillment of the purposes of the Bonds; and

2. First Amendment. The First Amendment to Terms of Bonds, in substantially the form presented to the County Corporation Counsel, is hereby approved. Subject to such changes or revisions therein as Michael D. Willis, LLC as Bond Counsel ("Bond Counsel") and the County Corporation Counsel may approve, the County Executive and the Clerk or any of their authorized deputies, if necessary, are authorized on behalf of the Issuer to execute and deliver the First Amendment to Terms of Bonds with such revisions, changes, or deletions as may be approved by the signatories thereto, which approval shall be conclusively proved by their execution of such document. Said County Executive and the Clerk or any of their authorized deputies, if necessary, and other officials of the Issuer are hereby authorized to prepare or to have prepared and to execute, file and deliver, as appropriate all such documents, financing statements, opinions,

certificates, affidavits, and closing or post-closing items as may be necessary to enter into said First Amendment to Terms of Bonds and to accomplish the purposes thereof; and

3. LIMITATION ON LIABILITY OF ISSUER. THE BONDS, AFTER THE EXECUTION OF THE FIRST AMENDMENT TO TERMS OF BONDS, SHALL NOT BE A GENERAL OBLIGATION OR INDEBTEDNESS OF THE COUNTY WITHIN THE MEANING OF ANY STATE CONSTITUTIONAL PROVISION OR STATUTORY LIMITATION AND SHALL NOT CONSTITUTE NOR GIVE RISE TO A PECUNIARY LIABILITY OF THE COUNTY OR A CHARGE AGAINST ITS GENERAL CREDIT OR TAXING POWERS, BUT SHALL BE PAYABLE SOLELY FROM THE PAYMENTS AND OTHER REVENUES THAT MAY BE AVAILABLE THEREFOR FROM THE MORTGAGE, LOAN AND REVENUE AGREEMENT EXECUTED IN CONNECTION WITH THE ORIGINAL ISSUANCE OF THE BONDS OR IN THE EVENT OF DEFAULT THEREON AS OTHERWISE PROVIDED HEREIN OR IN THE INDENTURE AND PERMITTED BY LAW, AND IN NO EVENT SHALL THE BONDS OR THE INTEREST THEREON OR ANY OTHER COSTS OR EXPENSES IN CONNECTION THEREWITH OR WITH THE PROJECT EVER BE PAYABLE FROM ANY FUNDS OF THE COUNTY OTHER THAN THE PAYMENTS AND OTHER REVENUES TO BE RECEIVED BY THE COUNTY UNDER THE MORTGAGE, LOAN AND REVENUE AGREEMENT; and

4. Public Approval Requirement. Under Wisconsin law, the First Amendment to Terms of Bonds is an amendment of the Bonds as originally issued and is permitted

under Wis. Stat. 66.1103(3)(g). For federal purposes, the First Amendment to Terms of Bonds will constitute a refunding of the Bonds originally issued December 29, 2010 by the Issuer. This Resolution constitutes public approval of the refunding by the County Board which is an elected legislative body of the City as referred to in Section 147(f) of the Internal Revenue Code, after a public hearing held on September 12, 2017; and

5. No Personal Obligation. No covenant, stipulation, obligation, or agreement herein contained or contained in the Bonds or the First Amendment to Terms of Bonds shall be deemed to be a covenant, stipulation, obligation, or agreement of any officer, agent or employee of the Issuer or of this County Board in his or her individual capacity and neither the members of this County Board nor any officer executing the Bonds or any amendments thereto shall be liable personally on the Bonds or be subject to any personal liability or accountability by reason of the issuance thereof; and

6. Effective Date; Conformity. This Resolution shall be effective immediately upon its passage and approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Corporation Counsel

Final Draft: Approved by Corporation Counsel's Office

Fiscal Note: The resolution does not require an appropriation from the General Fund.

CORPORATION COUNSEL

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



David P. Hemery

Corporation Counsel

PHONE (920) 448-4006

FAX (920) 448-4003

David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09-06-2017
REQUEST TO: Executive Committee
MEETING DATE: 09-11-2017
REQUEST FROM: David P. Hemery
Corporation Counsel

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION AUTHORIZING FIRST AMENDMENT TO \$1,540,108
BROWN COUNTY, WISCONSIN, INDUSTRIAL DEVELOPMENT REVENUE
BONDS (WESCO PROJECT) SERIES 2010 BONDS

ISSUE/BACKGROUND INFORMATION:

Resolution to Refund/Refinance these 2010 Industrial Development Revenue Bonds

ACTION REQUESTED:

Passage of Resolution.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project?
\$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

September 20, 2017

THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF
APPROXIMATELY \$20,815,000 GENERAL OBLIGATION
REFUNDING BONDS OF BROWN COUNTY, WISCONSIN

WHEREAS, given the current favorable interest rate market for tax-exempt obligations, the County Board of Brown County, Wisconsin deems it to be desirable and in the best interest of the County to refinance the outstanding maturities of the County's \$26,200,000 General Obligation Corporate Purpose Bonds, Series 2008B (the "Series 2008B Bonds") for the purpose of interest cost savings; and

WHEREAS, counties are authorized by the provisions of Chapter 67 of the Wisconsin Statutes to refinance their outstanding obligations.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, approximately \$20,815,000 General Obligation Refunding Bonds (the "Refunding Bonds"), in one or more series, for the purpose of (i) current refunding the outstanding maturities of the Series 2008B Bonds subject to prepayment and (ii) paying costs of issuance.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the Refunding Bonds shall be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the Refunding Bonds as may have been received and take action thereon.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the Finance Director (in consultation with the County's financial advisor) shall cause an Official Notice of Sale to be prepared and distributed and may prepare or cause to be prepared and distributed a Preliminary Official Statement or other form of offering circular pursuant to Securities and Exchange Commission Rule 15c2-12.

Adopted: September 20, 2017.

Respectfully submitted,

BROWN COUNTY BOARD OF SUPERVISORS
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Fiscal Note: This resolution does not require an appropriation from the General Fund. The refunding is expected to save approximately \$2,908,679.78 in debt service costs.

APPROVED BY:

Troy Streckenbach
Brown County Executive

Date Signed: _____

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
GRUSZYNSKI	5			
LEFEBVRE	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
BRUSKY	14			
BALLARD	15			
KASTER	16			
VAN DYCK	17			
LINSEN	18			
KNEISZEL	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
BLOM	23			
SCHADEWALD	24			
LUND	25			
BECKER	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

October 18, 2017

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION PROVIDING ONE-TIME SUPPLEMENTAL COMPENSATION TO:
1) EMPLOYEES IN THE IBEW LOCAL 158 BARGAINING UNIT; AND
2) EMPLOYEES IN THE BROWN COUNTY HUMAN SERVICES PROFESSIONAL
EMPLOYEES ASSOCIATION.

WHEREAS, on 08-07-2017, the Brown County Executive Committee unanimously passed Motions directing that Human Resources and Corporation Counsel draft a Resolution to provide one-time supplemental compensation that does not increase base wages to current 2017 employees that were County employees on 01-01-2017 in: 1) The *IBEW Local 158 Bargaining Unit* ("Bargaining Unit"); and 2) The *Brown County Human Services Professional Employees Association* ("Association"), with direction that the amount of one-time supplemental compensation to be provided be in line with the 2017 1.0% base wage increase, plus the 2017 \$400.00 base wage increase, both of which were provided to 2017 non-union general employees; and

WHEREAS, the Bargaining Unit and the Association both recertified in 2017, and both bargained for and received 2017 base wage increases of 0.67% in accordance with the Consumer Price Index and the directives of the WI Statutes; and

WHEREAS, in order to provide current 2017 employees in the Bargaining Unit and the Association that were employed by the County on 01-01-2017 with one-time supplemental compensation that is in line with the 2017 1.0% base wage increase, plus the 2017 \$400.00 base wage increase, current 2017 employees in the Bargaining Unit and the Association that were employed by the County on 01-01-2017 should each receive a one-time supplemental compensation payment of 0.33% ($1.0\% - 0.67\% = 0.33\%$) of their 2017 base wages, and should also each receive a one-time supplemental compensation payment of \$400.00, but the base

wages of the Bargaining Unit and the Association should not increase as a result of these one-time supplemental compensation payments.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that current 2017 employees in the Bargaining Unit that were employees on 01-01-2017, and current 2017 employees in the Association that were employees on 01-01-2017, shall each receive a one-time supplemental compensation payment of 0.33% of their 2017 Base Wages, and shall also each receive a one-time supplemental compensation payment of \$400.00, and the base wages of the Bargaining Unit and the Association shall not increase as a result of these one-time supplemental compensation payments.

Budget Impact

Bargaining Unit	Salary	Fringe	Revenue	Non-Levy	Total
Electricians	\$ 2,401	\$ 348	\$ --	\$(2,094)	\$ 655
Human Services Professional Employees Association	\$63,089	\$ 9,136	\$(8,375)	\$ --	\$63,850
Budget Impact					\$64,505

Fiscal Note: This resolution does not require an appropriation from the General Fund. This amount was budgeted in General Revenue in the 2017 budget in case the union(s) decertified.

Respectfully submitted,

EXECUTIVE COMMITTEE;
PLANNING, DEVELOPMENT
AND TRANSPORTATION
COMMITTEE; AND HUMAN
SERVICES COMMITTEE.

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved by Corporation Counsel

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



KATHRYN ROELLICH

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: August 29, 2017

REQUEST TO: Executive Committee; Planning, Development and Transportation Committee; and Human Services Committee.

MEETING DATE: September 11, 2017; September 25, 2017; and September 27, 2017

REQUEST FROM: Kathryn Roellich
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION PROVIDING ONE-TIME SUPPLEMENTAL COMPENSATION

ISSUE/BACKGROUND INFORMATION:

In the 2017 budget, a 1.0% base wage salary adjustment, and a \$400.00 base wage salary adjustment, was approved for non-union general employees.

In the 2017 labor agreements between Brown County and: 1) The IBEW Local 158 Bargaining Unit (Electricians); and 2) The Brown County Human Services Professional Employees Association, a 2017 0.67% wage increase was approved for both unions based on the Consumer Price Index (CPI) and on the directives of the WI Statutes.

On 08-07-2017, the Executive Committee unanimously passed Motions directing Human Resources and Corporation Counsel to draft a Resolution to provide one-time supplemental compensation, in line with the 1.0% and \$400.00 base wage increases provided in 2017 to non-union general employees, to employees in these two unions without impacting their base wages.

ACTION REQUESTED:

To pass the Resolution.

FISCAL IMPACT:

NOTE: *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$64,505
 - b. If part of a bigger project, what is the total amount of the project? \$
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? Budgeted in General Revenue in 2017 Budget (This was done in case the Union(s) Decertified).
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

Brown County Board of Supervisors
Internal Audit
Budget Status Report (Unaudited)
07/31/17

	Amended Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 576,188	\$ 335,526	58.3%	
Public Charges	\$ 75	\$ 72	96.5%	
Miscellaneous Revenue	\$ 1,300	\$ 303	23.3%	(1)
Other Financing Sources	\$ 6,910	\$ 6,910	100.0%	(2)
Personnel Costs	\$ 422,356	\$ 235,886	55.8%	(3)
Operating Expenses	\$ 161,117	\$ 76,102	47.2%	(4)

Comments:

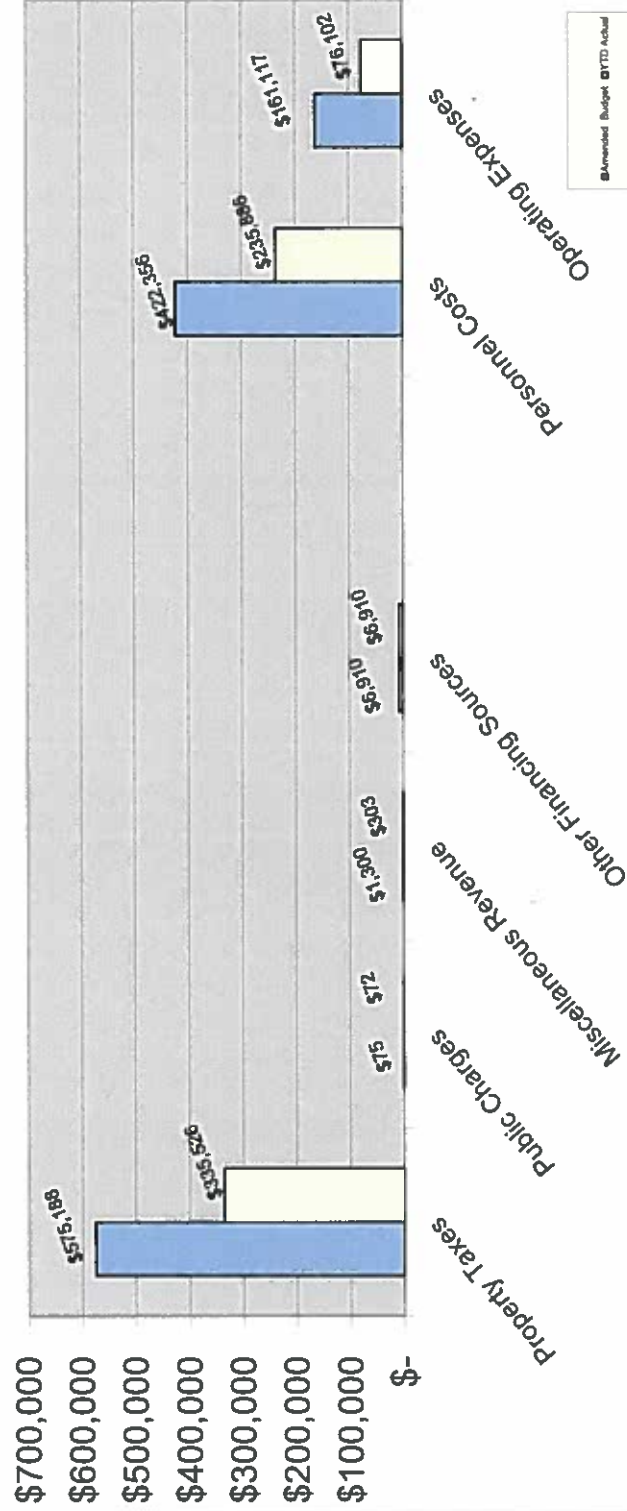
(1) Miscellaneous Revenue - The amended budget includes two separate donations to the Veterans' Recognition Subcommittee; one from the AMVETS (\$300) and another from Associated Bank (\$1,000).

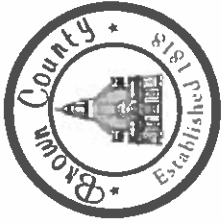
(2) Other Financing Sources - Funds carried over from 2016 for tablets (\$6,460) and a donation to the Veterans' Recognition Subcommittee (\$450).

(3) Personnel Costs - YTD overtime incurred (\$924,71) versus budgeted (\$1,000). However, only \$120 of the budgeted \$2,500 in contracted services has been expended year-to-date.

(4) Operating Expenses - YTD expenses includes audit fees billed and paid (\$29,000) and annual dues/membership fees paid to WCA (\$27,148) and NACo (\$4,960). Also, postage expense appears to be trending negatively. See attachment.

Board of Supervisors - July 31, 2017





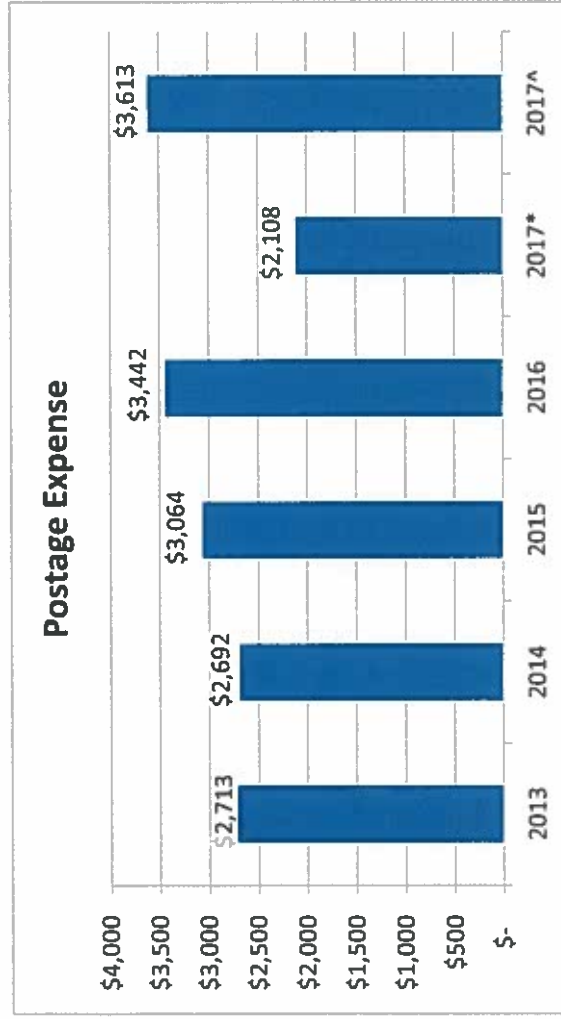
Board of Supervisors

Through 07/31/17
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund									
REVENUE									
Property taxes	575,188.00	.00	575,188.00	47,932.33	.00	335,526.31	239,661.69	58	574,424.00
Public Charges	75.00	.00	75.00	72.38	.00	72.38	2.62	97	109.52
Miscellaneous Revenue	.00	1,300.00	1,300.00	.00	.00	302.75	997.25	23	25.25
Other Financing Sources	.00	6,910.00	6,910.00	.00	.00	6,910.00	.00	100	6,474.00
REVENUE TOTALS	\$575,263.00	\$8,210.00	\$583,473.00	\$48,004.71	\$0.00	\$342,811.44	\$240,661.56	59%	\$581,032.77
EXPENSE									
Personnel Costs	422,356.00	.00	422,356.00	46,929.26	.00	235,885.61	186,470.39	56	421,764.91
Operating Expenses	152,907.00	8,210.00	161,117.00	1,983.75	.00	76,102.42	85,014.58	47	149,637.41
EXPENSE TOTALS	\$575,263.00	\$8,210.00	\$583,473.00	\$48,913.01	\$0.00	\$311,988.03	\$271,484.97	53%	\$571,402.32
Fund 100 - General Fund Totals									
REVENUE TOTALS	575,263.00	8,210.00	583,473.00	48,004.71	.00	342,811.44	240,661.56	59%	581,032.77
EXPENSE TOTALS	575,263.00	8,210.00	583,473.00	48,913.01	.00	311,988.03	271,484.97	53%	571,402.32
Grand Totals	\$0.00	\$0.00	\$0.00	(\$908.30)	\$0.00	\$30,823.41	(\$30,823.41)		\$9,630.45
Grand Totals									
REVENUE TOTALS	575,263.00	8,210.00	583,473.00	48,004.71	.00	342,811.44	240,661.56	59%	581,032.77
EXPENSE TOTALS	575,263.00	8,210.00	583,473.00	48,913.01	.00	311,988.03	271,484.97	53%	571,402.32
Grand Totals	\$0.00	\$0.00	\$0.00	(\$908.30)	\$0.00	\$30,823.41	(\$30,823.41)		\$9,630.45

Brown County Board of Supervisors
Internal Audit
Postage Expense History

Description	2013	2014	2015	2016	2017*	2017^
Postage Expense	\$ 2,713	\$ 2,692	\$ 3,064	\$ 3,442	\$ 2,108	\$ 3,613



* As of July 31, 2017

^ Projected December 31, 2017 ending balance

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: September 5, 2017

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Status Update (August 1 – August 31, 2017)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects

- a. In-progress: Health & Dental Fund Audit
- b. In-progress: Request for Proposal (RFP) – Auditing Services (Project #2159)
 - i. Three (3) vendors submitted proposals for consideration
- c. In-progress: 2018 Board of Supervisors Budget
 - i. Budget Analysis (Attachment A)
 - ii. Informational: Resolution to Approve Submission Requirements for Proposed Amendments to the Annual Budget by Board Supervisors (Attachment B)
- d. In-progress: 2018 Audit Plan

2. Standard Monthly Duties

- a. Review of the County Board's monthly financial statements (July 2017)
- b. Review – Clerk of Courts Bank Reconciliation (July 2017)
- c. Preparation & Review – Bills over \$5,000 Report (July 2017)
- d. Distribution – Paid Bills Report (July 2017)

3. Other Miscellaneous Activities

- a. Inquiries, Questions and/or Requests from Board Supervisors/Department Head's

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

Board of Supervisor

Budget Year 2017

Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2017 Executive Budget	Change from 2016 Amended Budget	% Change	Explanation of Significant Changes from 2016
Department 006 - Board Office								
REVENUE								
Property taxes Totals	\$543,202.00	\$552,067.00	\$551,908.00	\$574,424.00	\$572,762.00	(\$1,662.00)	(0.29%)	
Public Charges Totals	\$70.86	\$134.52	\$116.87	\$100.00	\$75.00	(\$25.00)	(25.00%)	
Miscellaneous Revenue Totals	\$595.00	\$422.00	\$450.00	\$0.00	\$0.00	\$0.00	+++	
Other Financing Sources Totals	\$830.86	\$2,744.90	\$0.00	\$6,474.00	\$0.00	(\$6,474.00)	(100.00%)	Change is mainly attributed to a reduction in intrafund transfers (\$6,024).
REVENUE TOTALS	\$544,698.72	\$555,368.42	\$552,474.87	\$580,998.00	\$572,837.00	(\$8,161.00)	(1.40%)	
EXPENSE								
Personnel Costs Totals	\$407,617.75	\$417,038.14	\$415,841.16	\$418,087.00	\$419,630.00	\$1,543.00	0.37%	
Operating Expenses Totals	\$125,409.71	\$133,015.52	\$133,122.16	\$162,911.00	\$153,207.00	(\$9,704.00)	(5.96%)	Change is mainly attributed to a decrease in supplies technology (\$4,000), intra-county expenses copy center (\$2,300) and contributions (\$6,024). This is partially offset by an increase in auditing services (\$1,200).
EXPENSE TOTALS	\$533,027.46	\$550,053.66	\$548,963.32	\$580,998.00	\$572,837.00	(\$8,161.00)	(1.40%)	

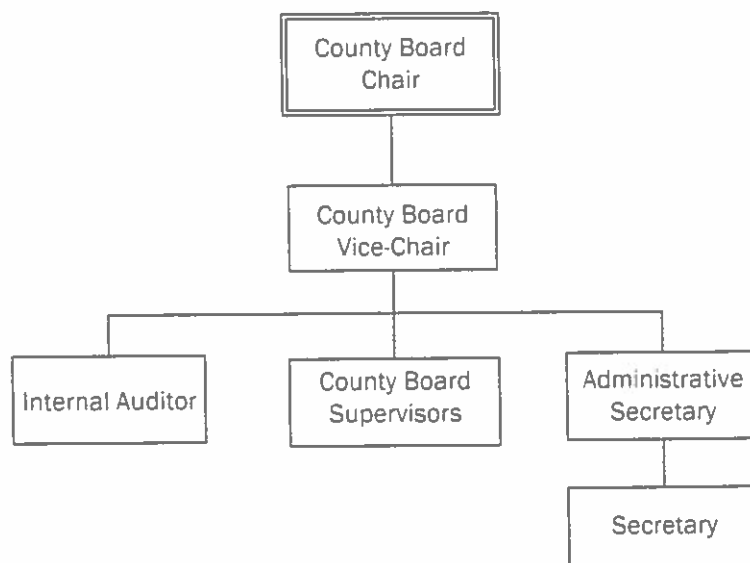
SUMMARY HIGHLIGHTS

- Other Financing Sources – Amended budget for 2016 including a \$6,024 transfer from the General Fund for chairs in the County Board/City Council chambers.
- Operating Expenses:
 - o (\$4,000) decrease in one-time funding for web and television streaming supplies.
 - o (\$1,507) decrease in inter-department charges due to money saving initiatives.
 - o \$1,200 increase in contractual independent audit fees.
 - o (\$6,024) decrease for contribution to the City of Green Bay for chairs.

STAFFING SUMMARY

Position	FTE	Unit Rate	Budget Hours	Cost
County Board Chair				11,400
County Board Vice Chair				9,400
County Board Supervisor				190,944
Internal Auditor	1.00	32.07	2,080	66,706
Administrative Secretary	1.00	19.04	2,080	39,603
Secretary	0.88	15.94	1,830	29,177
Budgeted Overtime				1,000
	<u>2.88</u>		<u>5,990</u>	<u>348,230</u>

Salary Adjustment	
Regular Earnings	<u>348,230</u>
Fringe Benefits	<u>71,400</u>
2017 Total Compensation	<u>419,630</u>



Attachment A

BOARD OF SUPERVISORS 2017 BUDGET

Description	2015 Actual Amount	2016 6-Month Actual Amount	2016 Estimated Amount	2016 Amended Budget	2017 Executive
Fund: 100 - GF					
Revenues					
General property taxes	551,908	287,212	574,424	574,424	572,762
Sales	117	-	75	100	75
Miscellaneous	-	20	-	-	-
Donations	450	-	-	-	-
Carryover	-	450	450	450	-
Intrafund Transfer In	-	-	6,024	6,024	-
Revenues Total	552,475	287,682	580,973	580,998	572,837
Expenditures					
Regular earnings	330,249	153,839	344,333	344,333	347,230
Regular earnings Budget only	-	-	2,618	2,618	-
Paid leave earnings Paid Leave	8,662	3,841	-	-	-
Paid leave earnings Personal	2,031	811	-	-	-
Paid leave earnings Casual	2,542	-	-	-	-
Paid leave earnings Holiday	4,062	1,036	-	-	-
Paid leave earnings Other	148	762	-	-	-
Premium Overtime	371	225	1,000	1,000	1,000
Premium Comp time	1,012	390	-	-	-
Salaries reimbursement Short term disability	(2,218)	-	-	-	-
Fringe benefits FICA	25,956	11,972	25,381	25,381	25,109
Fringe benefits Unemployment comp	432	225	334	334	266
Fringe benefits Health insurance	29,190	14,595	27,532	27,532	27,530
Fringe benefits Dental Insurance	2,401	1,239	2,402	2,402	2,478
Fringe benefits Life Insurance	308	117	2,688	2,688	2,687
Fringe benefits LT disability insurance	490	255	503	503	745
Fringe benefits Disability insurance	880	648	1,299	1,299	2,679
Fringe benefits Workers comp insurance	378	258	516	516	625
Fringe benefits Retirement	8,946	4,075	9,083	9,083	9,281
Fringe benefits - Budget only	-	-	398	398	-
Supplies	28	-	-	-	-
Supplies Office	824	1,231	2,000	1,000	1,500
Supplies Technology	-	7,540	11,540	14,000	10,000
Supplies Postage	3,064	1,593	3,300	2,900	3,300
Dues and memberships	32,778	32,668	32,798	32,798	32,808
Software/Licenses	-	-	-	-	167
Travel and training	2,832	314	3,000	3,000	3,000
Special events	848	127	1,000	1,450	1,000
Intra-county expense Technology services	10,760	7,734	12,720	12,720	13,446
Intra-county expense Insurance	973	438	881	881	948
Intra-county expense Copy center	2,469	521	2,000	4,300	2,000
Intra-county expense Departmental copiers	845	1,276	2,552	2,552	2,552
Intra-county expense Document center	116	105	286	286	286
Contracted services	285	146	2,500	2,500	2,500
Accounting and auditing	77,300	29,000	78,500	78,500	79,700
Contributions	-	-	6,024	6,024	-
Expenditures Total	548,963	276,980	577,188	580,998	572,837
Revenue Grand Totals:	552,475	287,682	580,973	580,998	572,837
Expenditure Grand Totals:	548,963	276,980	577,188	580,998	572,837
Net Grand Totals:	3,512	10,702	3,785		

May 15, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TO APPROVE SUBMISSION REQUIREMENTS FOR PROPOSED
AMENDMENTS TO THE ANNUAL BUDGET BY BOARD SUPERVISORS**

WHEREAS, it is desirable to establish a Brown County Board of Supervisors ("Board") annual operating budget review process which will commence each year with the submission of the annual operating budget for the succeeding year by the County Executive to the Board; and

WHEREAS, consistent with the timetable established in Chapter 59, Wisconsin Statutes, the County Executive submits the annual operating budget, inclusive of all currently known proposed expenditures and revenues for the succeeding year, on or before October 1st of each calendar year; and

WHEREAS, the Board Chairperson designates distribution of the annual operating budget to the appropriate Board Standing Committees to conduct policy review and public hearings beginning in October, or soon thereafter, and concluding approximately seven (7) to fourteen (14) days in advance of the annual Board budget meeting whenever possible; and

WHEREAS, the public, Board and Brown County staff benefit from additional time to review and evaluate proposed amendments to the annual operating budget; and

WHEREAS, the primary underwriters of Brown County's budget, the residents and businesses of Brown County, deserve specific information on government spending increases/decreases as much in advance of the final budget decision-making date as possible; and

WHEREAS, Chapter 59, Wisconsin Statutes provides the authority for the Board to create and implement budget policies; and

WHEREAS, many other Wisconsin counties have successfully incorporated similar policies into their operations including; Jefferson County, Sauk County, Outagamie County and Waukesha County.

NOW, THEREFORE, BE IT RESOLVED that it is desirable for Board members to submit to the Brown County Board Office ("Board Office"), in writing, any requested financial amendments to the proposed annual operating budget, including fund transfers and tax levy adjustments, approximately five (5) business days in advance of the annual Board budget meeting, whenever possible. If practicable, upon receipt of said amendment(s), the Board Office and/or Board Chairman will forward all received amendment requests to the full Board, County Executive, Department Heads, media, and if time allows, to the Information Services department for posting on Brown County's public website. Each submitted amendment shall, at a minimum, include the effected division, department, and fund, as well as the estimated budgetary impact if known. This policy will be applicable to budgetary amendment requests with a fiscal impact of \$50,000 or more, and have not been received by the Board Office prior to the overseeing Standing Committee's final annual operating budget meeting.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved by:

COUNTY EXECUTIVE

Date Signed: 5/20/13

Final Draft Approved by Corporation Counsel

Fiscal Note: This Resolution does not require an appropriation from the general fund.

BOARD OF SUPERVISORS ROLL CALL

Motion made by Supervisor

Robinson

Seconded by Supervisor

Williams

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
SIEDER	1	X		
DE WANE	2	EXCUSED		
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAFFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEST	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VANDYCK	17			
JAMR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24	EXCUSED		
LUND	25			
FEWELL	26			

Total Votes Cast: 24

Action:

Adopted ☒Defeated ☐Tabled ☐

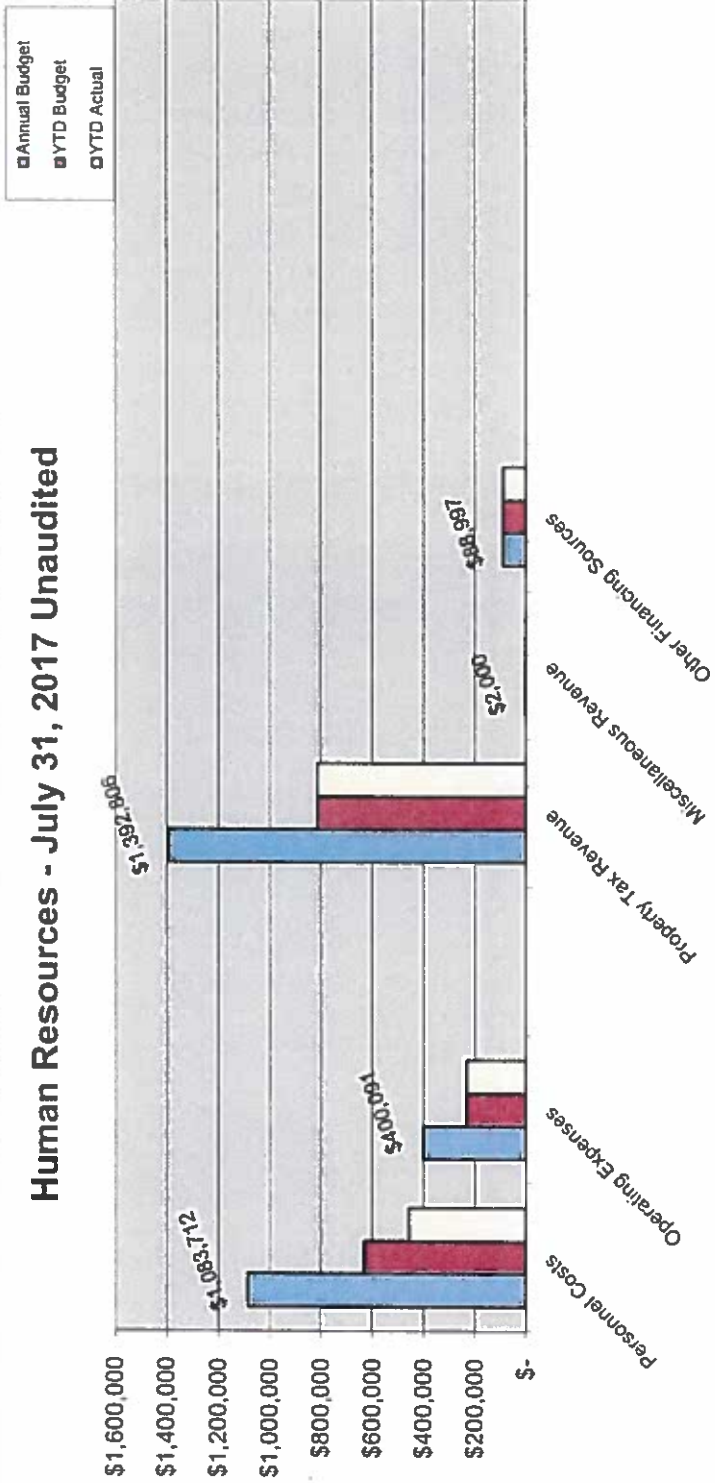
Brown County
Human Resources
Budget Status Report
07/31/2017 Unaudited

	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$ 1,083,712	\$ 632,165	\$ 456,090
Operating Expenses	\$ 400,091	\$ 233,386	\$ 231,270
Property Tax Revenue	\$ 1,392,806	\$ 812,470	\$ 812,470
Miscellaneous Revenue	\$ 2,000	\$ 1,167	\$ 1,327
Other Financing Sources	\$ 88,997	\$ 88,997	\$ 88,997

Personnel Costs: Savings due to position vacancies.

Operating Expenses: Within budgeted amount.

Human Resources - July 31, 2017 Unaudited



DEPARTMENT VACANCIES REPORT
AS OF AUGUST 31, 2017
(Position with A1 Approval to Fill)

Department	Position Title	# of Vacancies	FT, PT, On call
Administration	Risk Manager	1.0	FT
Child Support	Child Support Clerk	1.0	FT
	Child Support Specialist-Enforce	1.0	FT
	Clerk Typist	1.0	FT
	Clerk II	1.0	FT
Corporation Counsel	Paralegal	1.0	FT
County Clerk	Deputy County Clerk	1.0	PT
Health	Public Health Educator	1.0	FT
Human Resources	Payroll Specialist	1.0	FT
	Benefits Manager	1.0	FT
Human Services - Community Programs	Deputy Director	1.0	FT
	Social Worker/Case Manager -CPS	1.0	FT
	Economic Support Specialist	2.0	FT
	ES Clerk II	1.0	FT
	Youth Support Specialist	1.0	FT
	AODA Counselor	2.0	FT
Human Services - CTC	Nursing Assistant	5.0	FT, PT, On Call
	Staff Nurse	1.0	PT, On Call
	Dietitian	1.0	On Call
	Certified Occupational Therapy Assistant	1.0	PT
	Food Service Worker	3.0	PT, On Call
	Cook	1.0	PT, On Call
	Advanced Practice Nurse Prescriber	1.0	FT
Library	Finance Manager	1.0	FT
	Library Service Assistant	4.0	PT
	Library Service Associate	3.0	PT
Planning & Land Services	Administrative Secretary	1.0	FT
	Principal Planner	1.0	FT
	Student Intern	1.0	PT
Public Works - Highway	Highway Crew	5.0	FT
	Highway Mechanic	1.0	FT
Sheriff	Correctional Officer	7.0	FT
Technology Services	Enterprise Server Engineer	1.0	FT
UW Extension	LTE-4-H Program Assistant	1.0	PT
TOTAL		57.0	

BROWN COUNTY TURNOVER REPORT

July-17

	HIRE	STATUS	POSITION	DEPT
1	07/05/17	FT	Social Worker/Case Manager	Human Services
2	07/03/17	LTE	Student Intern	Sheriff
3	07/13/17	OC	Certified Nursing Assistant	CTC
4	07/13/17	PT .35 FTE	Food Service Worker	CTC
5	07/20/17	FT	Nurse Educator	CTC
6	07/13/17	PT .20 FTE	Certified Nursing Assistant	CTC
7	07/13/17	OC	Certified Nursing Assistant	CTC
8	07/13/17	FT	Cook	CTC
9	07/13/17	OC	Certified Nursing Assistant	CTC
10	07/10/17	FT	Social Worker/Case Manager	CTC
11	07/20/17	PT	LPN	CTC
12	07/10/17	LTE	Medicolegal Investigator	Medical Examiner
13	07/17/17	FT	Accounting Technician	Child Support
14	07/10/17	FT	Clerk II	Human Services
15	07/20/17	OC	Certified Nursing Assistant	CTC
16	07/17/17	PT .5 FTE	Resource Recovery Associate	Port & RR
17	07/31/17	FT	Maintenance Mechanic	Airport
18	07/31/17	FT	Social Worker/Case Manager	Human Services
19	07/31/17	FT	Highway Carew	Public Works (Highway)
20	07/17/17	LTE	Adventure Park Guide	NEW Zoo
21	07/19/17	LTE	Summer Employee	Public Works (Highway)
22	07/19/17	LTE	Summer Employee	Public Works (Highway)
23	07/24/17	LTE	Bailiff	Circuit Courts
24	07/24/17	LTE	Bailiff	Circuit Courts

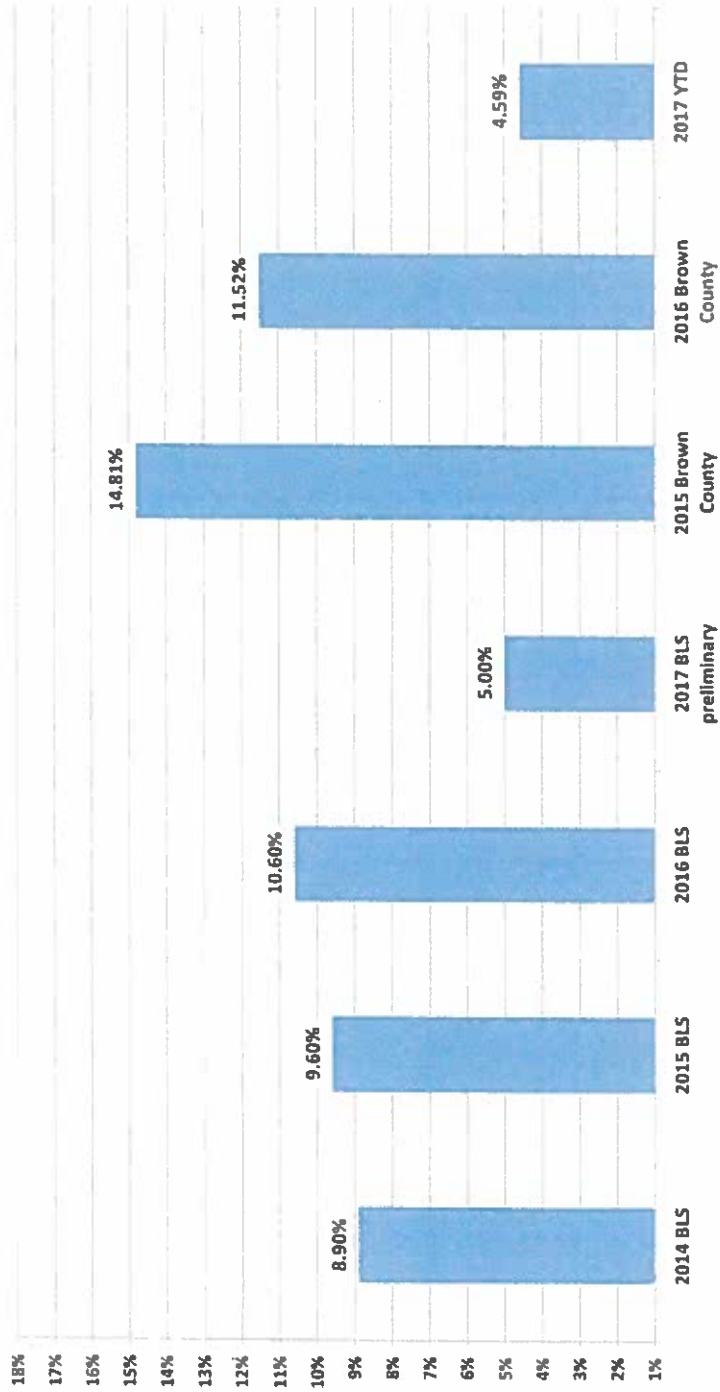
	TERM	STATUS	POSITION	DEPT
1	07/08/17	FT	Library Service Associate	Library
2	07/27/17	PT	Shelver	Library
3	07/21/17	FT	Office Manager II	Circuit Court
4	7/1/17	PT	Library Service Assistant	Library
5	07/01/17	LTE	Concessionaire	NEW Zoo
6	07/01/17	LTE	Concessionaire	NEW Zoo
7	07/01/17	LTE	Concessionaire	NEW Zoo
8	07/01/17	LTE	Concessionaire	NEW Zoo
9	07/01/17	LTE	Concessionaire	NEW Zoo
10	07/21/17	FT	Clerk/Typist I	Child Support
11	07/01/17	LTE	Concessionaire	NEW Zoo
12	07/26/17	FT	Social Worker/Case Manager	Human Services
13	07/12/17	LTE	Seasonal Park Ranger	Fac. & Park Management
14	07/11/17	LTE	Seasonal Park Ranger	Fac. & Park Management
15	07/31/17	PT .4 FTE	Certified Nursing Assistant	CTC
16	07/14/17	LTE	Concessionaire	NEW Zoo
17	07/28/17	LTE	Concessionaire	NEW Zoo
18	07/29/17	LTE	Summer Employee	PW/Facilities
19	07/31/17	FT	Administrative Secretary	PALS
20	07/27/17	LTE	Summer Employee	PW/Highway

COMMENTS:	TALLY:
Retirement	1
Personal Reasons	1
Other Job Offer	2
Not A Good Fit	
None Given	4
End of assignment	12

YTD Applications:	6312
YTD Requisitions:	251
Applications per Req (2017)	25
Applications per Req (2016)	32

	TRANS	STATUS	POSITION	DEPT		STATUS	POSITION	DEPT
1	07/02/17	PT .2FTE	Certified Nursing Assistant	CTC		PT .4FTE	Certified Nursing Assistant	CTC
2	07/02/17	OC	Certified Nursing Assistant	CTC		FT	Certified Nursing Assistant	CTC
3	07/02/17	OC	LPN	CTC		OC	RN - Charge Nurse	CTC
4	07/02/17	OC	LPN	CTC		OC	RN - Charge Nurse	CTC
5	07/16/17	LTE	Highway Crew	Public Works (Highway)		FT	Highway Crew	PW (Highway)
6	07/30/17	PT .2FTE	Certified Nursing Assistant	CTC		FT	Certified Nursing Assistant	CTC
7	07/30/17	FT	Telecommunication Operator	Public Safety Comm.		FT	Communications Supervisor	Public Safety
8	07/18/17	FT	Deputy County Clerk	County Clerk		FT	Elections Deputy	County Clerk
9	07/24/17	FT	Judicial Assistant	Circuit Courts		FT	Office Manager II	
10	07/02/17	FT	Certified Nursing Assistant	CTC		PT .8FTE	Certified Nursing Assistant	CTC

Brown County Turnover Report



YTD July 2017

Turnover % = the number of people who left voluntarily/ YTD avg # of employees at month end.

Benchmark BLS* - State and Local Government, Excluding Education
The quit counts include voluntary separations by employees except for retirements, layoffs, discharges (resulting from mergers, downsizing, or closings), transfers, short term/seasonal employees, deaths, disability, etc.

* Bureau of Labor Statistics

Brown County

WORKERS COMPENSATION CURRENT YEAR CLAIMS (APRIL-JULY)

Running Total			Total Current Annual Expenses: \$80,129.50		Percent of Annual Claims Loss used: 1.53% - \$615,641.00					
Incurred Expense			Previous Anticipated Incurred Expense: \$ 648,706.03		Percent of Annual Claims Loss used or Incurred: 13.02%					
Department	Location of Mishap	Date of Accident	TYPE OF CLAIM (Description)	Type	Injury	Time Incurred	Medical Cost	Expense Cost	Wage Cost	Status
Corrections	Cell H 108	4/3/2017	Employee was securing inmate with right hand and felt pain after releasing inmate.	Struck-Inmate	Yes	Yes	\$3,000.00		\$133.00	Open
Syble Hopp	Hardee's West Mason	4/4/2017	Employee was holding on to students hand when the student fell and over extended her left shoulder.	Fell-Other	No	No	\$0.00			Closed
Highway		4/5/2017	Employee was pulling himself into bed of truck and injured left shoulder.	Pulling	Yes	Yes	\$3,000.00		\$133.00	Open
CTC	NPC	4/9/2017	Employee was securing a disruptive client and fell to ground, causing abrasion and bruise.	Struck-Client	No	No	\$0.00			Closed
Parks	Bay Shore Park Campground	4/10/2017	Employee stepped in hole scraping and twisting left knee	Twisted	Yes	Yes	\$3,000.00		\$133.00	Open
Zoo	Mayan Restaurant	4/12/2017	Employee received a burn on head when filling up the deep fryer.	Burn	No	No	\$0.00			Closed
Highway		4/12/2017	Employee was pulling a steel door open and hit himself in the forehead creating a laceration	Hit-Self	Yes	Yes	\$3,000.00		\$133.00	Open
	Wildlife Sanctuary	4/10/2017	Employee was hit on top of his head by a student causing a headache	Hit-SELF	No	No	\$0.00			Closed
Airport	Shop Parking Lot	4/17/2017	Employee pulling post chain on loader and slipped off fell hitting back of head. Small cut/bump	Fell	No	No	\$0.00			Closed
Sheriff	Kitchen	4/24/2017	Employee stating he has hearing loss from noise exposure	Hearing	Yes	Yes	\$47.00			Open
CTC		4/21/2017	Employee cut her thumb cutting cabbage	Cut	No	No	\$0.00			Closed
	Shop	4/20/2017	Employee using grinder and grinder disc broke cutting top of hand	Cut	No	No	\$0.00			Closed
Jail	Training Room	4/20/2017	Employee struck his left foot during training causing large amounts of pain in his left toe.	Struck-Self	No	No	\$0.00			Closed
Correctional officer	Parking Lot	3/31/2017	Employee stepped out of his own car and experienced severe pain in his leg	Other	Yes	Yes	\$3,133.00		\$133.00	Open
Zoo Keeper	vestibule	5/4/2017	Employee going through vestibule stumbled and elbow came down on kronos screen	Fell	No	No	\$0.00			Closed
Syble Hopp aide		4/27/2017	Employee was bit on left hand while feeding breakfast	Bite	No	No	\$0.00			Closed
Sheriff	Sheriff office	5/10/2017	Officer was carrying another officer during service training and had lower back pain	Other	Yes	Yes	\$0.00			Open
Zoo	Childrens Zoo	5/24/2017	Employee was removing nails and bent his wrist.	Bend	No	No	\$0.00			Closed
CTC	Rm 538	5/28/2017	Employee was assisting a resident into bed and felt a sudden pain in her lower back	Other-Client	Yes	Yes	\$0.00			Open
Syble Hopp	Playground	5/26/2017	Employee was exposed to blood from a students finger	Exposure	No	No	\$0.00			Closed
CTC	Swan	5/26/2017	Employee was stepping over a lift and twisted her ankle	Twisted	No	No	\$0.00			Closed
	Sp Ed Teacher Patriot Park	6/1/2017	Employee was helping a student and was bit	Bite	No	No	\$0.00			Closed
Airport	Landside Shop	6/5/2017	Employee hit his hand against the plow blade	Struck-Self	No	No	\$0.00			Closed
Highway	out in the field	6/8/2017	Employee was working with a tension cable and cable let loose and hit his thumb.	Struck-Equip	Yes	Yes	\$0.00			Open
Highway	out in the field	6/10/2017	Employee was running a concrete screen during a pour and her left foot was caught pulling on her leg	Pulling	Yes	Yes	\$0.00			Open
Patrol	out in the field	6/14/2017	Responded to a dog bite was injured and was bit	Bite	No	No	\$0.00			Closed
Patrol Deputy	out in the field	6/22/2017	Employee was rear ended at a stop light	Accident	No	No	\$0.00			Closed
Port & Res. Recovery	Residential drop off	6/12/2017	Was cleaning out the room and stepped on a piece of broken glass	MVA	No	No	\$0.00			Closed

Facilities	WRC	6/16/2017	Employee fell while changing a light fixture feeling an immediate popping tearing in left arm.		Fall	Yes	Yes	\$0.00				Open
Parks	barchousen	6/16/2017	Employee was asked to open a champagne bottle and cut himself		Cut	Yes	Yes	\$0.00				Open
Library	Library	6/17/2017	Employee was reaching to put a book away and felt a pain in his groin		Other	Yes	Yes	\$0.00				Open
Sheriff		6/18/2017	During taking a male into custody employee received a 1.5 in laceration on right wrist		Cut-Inmate	No	No	\$0.00				Closed
Highway	Wrightstown	6/13/2017	Was cleaning off blacktop with skidsteer and hit a water box hitting safety bar breaking sturnum.		Struck-Equip	Yes	Yes	\$0.00				Open
Parks	Neshota Park	6/28/2017	Was leaving Neshota Park parking lot and hit a light pole and injured neck.		MVA	No	No	\$0.00				Closed
Sheriff	DTF Garage	7/6/2017	Cut right thumb on an exposed blade while doing vehicle inventory.		Cut	No	No	\$0.00				Closed
Library		7/8/2017	Was stung by a wasp while lowering the flag		Stung	No	No	\$0.00				Closed
CTC	Admit Room	7/11/2017	EE was attempting to put sock on client, she kicked me in mouth/chin and swollen lip		Struck-Client	No	No	\$0.00				Closed
Jail	Cell K208	7/13/2017	While moving inmate, inmate was kicking and knee and ankle gave out cause ee to fall to the ground		Fell-Inmate	No	No	\$0.00				Closed
Jail	Juliet-Kilo	7/13/2017	While bending over to help carry an inmate felt a sharp pain from right hip to right knee		Other-Inmate	No	No	\$0.00				Closed
Jail	Kilo Pod	7/13/2017	Involved in altercation with uncooperative inmate. Strained neck, shoulder, arm, wrist, elbow, hand		Struck-Inmate	No	No	\$0.00				Closed
Jail	Block 1-5 WRC	7/14/2017	Fell off chair while standing on it trying to grab contraband		Fell	No	No	\$0.00				Closed
Highway	Duck Creek Shop	7/20/2017	Was checking a battery when putting the cap back on battery acid splashed onto EE hand		Acid	No	No	\$0.00				Closed
Zoo		7/16/2017	Slipped reaching over the sheep fence/gate and landed on the chain link fence		Fell	No	No	\$0.00				Closed
Jail	Intake section	7/19/2017	Was turning his head while standing up and felt a pinch or pull in his neck		Other	No	No	\$0.00				Closed
Highway	172 and GV	7/20/2017	Fell in a hole in pavement on 172 and GV off ramp left ankle		Fell	No	No	\$0.00				Closed
CTC	Rm 617	7/29/2017	Hurt shoulder while trying to catch a client that was falling backwards		Other-Client	No	No	\$0.00				Closed
CTC	Hallway	7/27/2017	Skin tear on left forearm		Laceration	No	No	\$0.00				Closed
Facilities	Housekeeping	7/26/2017	While we mopping EE lower back went into a spasm		Other	Yes	Yes	\$0.00				Open
Library		7/29/2017	Right wrist sprain from handling materials		Sprain	No	No	\$0.00				Closed

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



Kathryn A. Roellich

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

MEMORANDUM

Date: September 5, 2017

To: Administration Committee:
Richard Schadewald, Chair, Administration
Mark Becker
John S. Vander Leest
Jamie Blom, Vice-Chair
James Kneiszel

Executive Committee
Tom Lund, Chair, Executive
Patrick Buckley
Erik Hoyer
Patrick Moynihan Jr., Vice-Chair
Bernie Erickson
John Van Dyck

From: Kathryn Roellich
HR Director

A handwritten signature in dark ink, appearing to read "K. Roellich", written over the printed name and title.

Re: Human Resources Report – September 2017

The following is a summary of activities occurring with the Brown County Human Resources Department:

- Departmental Operations:
 - HR staff continue to develop internal operational procedures;
 - Training is on-going for HR staff.
- Benefit Programs:
 - PHA's have been completed;
 - Preparing for Open Enrollment for 2018 benefits
- Classification & Compensation:
 - Issues continue to be brought forward. A draft plan is in progress to address issues both in the short and long term. Once a final draft is complete, that information will be brought forward.
- Safety:
 - Safety assessments and training continue with various departments as well as the initiation of some larger projects such as:
 - Emergency Plans for each building
 - Active Shooter Training
- Chapter 4 Revisions:
 - The following sections have been revised and sent with the Agenda for this meeting:
 - Corrective Action and Discipline
 - Employment Selection Process
 - Vacation Provisions

4.66 VACATION. (1) All employees who are not covered by a collective bargaining agreement which includes a vacation schedule shall earn vacation as follows:

After six months of service forty (40) hours [thirty-seven and one-half (37.5) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the first year of service eighty-eight (88) hours [eighty-two and one-half (82.5) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the third year of service ninety-six (96) hours [ninety (90) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the fourth year of service one hundred four (104) hours [ninety-seven and one-half (97.5) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the fifth year of service one hundred twenty (120) hours [one hundred twelve and one-half (112.5) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the ninth year of service one hundred forty-four (144) hours [one hundred thirty-five (135) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the tenth year of service one hundred sixty (160) hours [one hundred fifty (150) hours for employees on a thirty-seven and one-half (37.5) hour work week]

After the sixteenth year of service two hundred (200) hours [one hundred eighty-seven and one-half (187.5) hours for employees on a thirty-seven and one-half (37.5) hour work week]

(2) Department Heads may request that candidates for employment to "exempt positions" be formally offered more than the above Section 4.66 allotted vacation time in recognition of significant prior work experience, significant related advanced education, and/or significant related training, subject to final approval of the Human Resources Director and the County Executive.

(3) Benefit year is calculated on the basis of a calendar year, beginning on January 1 of each year. Vacation shall be prorated based on the date the employee begins employment with Brown County. All vacation hours for the current calendar year shall be granted to an employee up front, as of the date the employee begins employment.

(2)(4) Any employee who terminates his/her employment or has his/her employment terminated for any reason, shall be compensated for all earned vacation time worked as of the date of termination. The employee shall reimburse the County for any vacation time taken but not earned at the time of his/her termination, at their current rate of pay.

(3)(5) Employees must submit their vacation requests in advance and with as much notice as possible, so that supervisors can review the requests and make appropriate

decisions based on the operational needs. In establishing regular schedules, supervisors shall give due consideration to the desires of individual employees within limits of work requirements of the division. Appointing authorities may amend vacation schedules to meet work emergencies or to grant requests of individual employees. If two or more employees request to take vacation during the same period and the matter cannot be resolved by agreement of the parties concerned, the employee with the most seniority with the County shall be granted vacation time.

~~(4)~~(6) No employee shall be permitted to accept vacation pay in lieu of vacation.

~~(5)~~(7) An employee hired prior to January 1, 1982, cannot carry more than thirty (30) days of vacation at the end of the calendar year. Employees hired after January 1, 1982, cannot carry more than ten (10) days of vacation at the end of the calendar year.

a. In extenuating circumstances, the Department Head may request an employee carry over vacation hours in excess of the limits noted above.

b. Such requests must be in writing and are subject to final approval of the Human Resources Director and the County Executive.

a-c. Any vacation time allowed to be carried over in excess of the amounts identified above must be used on or before June 30 of the following calendar year. Hours not used by this date will be forfeited.

Explanation of Changes to Chapter 4
Corrective Action, Discipline, Lay-Offs, Terminations
Presented to Executive Committee 7/10/17 and Administration Committee 7/12/17

Corrective Action, Discipline, Lay-Offs, Terminations

Changes on the attached are noted by the following:

Additions – new wording is underlined and the text is red

Deletions – text that has been deleted shows with strike through and is in red

Additionally, please note the following:

- 4.85 – “Policy” – this section is entirely new.
- 4.86 – This was previously section 4.85 and has been modified considerably; previous language is struck out at end of section.
- ~~4.87~~ – This section has been added to define terms used within this section of the ordinance
- 4.88 - This section is entirely new and identifies for both employees and management what types of actions may be taken to address employee misconduct.
- ~~4.889~~ – This section is new and clarifies the employee's ability to have a personal representative present at meetings.
- ~~4.8990~~ - Previously section 4.86; section has been expanded to incorporate a more extensive list of potential infractions, which provides employees/management better insight into what is/isn't acceptable behavior. The items previously listed in 4.86 are incorporated into the appropriate areas of this revised section.
- “Demotions” - This was previously section 4.87 but has been incorporated into the revised section 4.87 – Disciplinary Actions - #2.

CORRECTIVE AND DISCIPLINARY ACTIONS, LAYOFFS, TERMINATION

4.85 POLICY. All employees must meet standards of work quality and must accomplish work within the time limits established by the County and/or its Departments. Employees who do not satisfy performance expectations, who exhibit poor work performance or who are unable to work with other employees may be subject to corrective action or disciplined up to and including termination from employment. Likewise, employees who violate County rules, regulations, policies, and procedures, are subject to disciplinary action up to and including termination from employment.

4.86 ~~CORRECTIVE ACTIONS~~PURPOSE. The purpose of corrective action or discipline is correcting job related behavior or misconduct and performance problems of employees. Either may result when an employee's actions fall short of accepted standards of professional behavior or violate a policy or rule, or the employee's conduct is detrimental to the interest of the County. The County reserves the right to impose corrective or disciplinary action as may be appropriate in particular circumstances. As such, corrective action or discipline taken should be at the appropriate level necessary to correct the identified behaviors. Repeated violations or misconduct may result in progressively more significant corrective or disciplinary action to be taken, up to and including termination of employment. Significant violations of misconduct may result in immediate termination, even for a first offense. Employees shall be informed of standards of conduct and performance. Corrective action shall be administered in compliance with this Chapter and rules and standards shall be consistently applied. Penalties shall be appropriate to the circumstances. Persons administering corrective discipline shall systematically document the case. Corrective actions shall be in writing and include a full description of the alleged infraction and a statement informing the employee of his/her rights under the grievance procedure contained in these Ordinances. Records of verbal Corrective actions shall be maintained in the department files. Copies of written reprimands, suspensions, and terminations shall be provided to the employee, the Human Resources Manager, to the employee's supervisor and kept in the department files. Suspensions and terminations shall be discussed with the Human Resources Manager before such actions are taken and records shall be provided to the Human Resources Manager for retention in the employee file. The County Executive will be informed of suspensions and terminations by Human Resources. Corrective actions, with the exception of suspensions and terminations, are not subject to the Grievance Process. Suspensions and terminations are subject to the Grievance Process and employees

4.87 DEFINITIONS:

Administrative Leave: is a temporary leave from a job assignment, with

pay and benefits intact. In some circumstances, it may be necessary to remove an employee from the workplace pending the outcome of an investigation. An administrative leave may be appropriate as an interim measure for at least two reasons: (1) to allow the investigation to proceed without disruption of evidence, or (2) to preserve a safe, orderly, and professional work environment.

Use of Administrative Leave is not subject to the Brown County Grievance Procedure.

Limitations: For administrative leave to be warranted, both of the following conditions must be met:

- Management has a reasonable belief that an employee's continued presence in the workplace raises concerns about the County resources, disruption in the workplace, or the health, safety, or welfare of the employee, other employees, or students/patients/customers, and
- Management is initiating an investigation and the individual's presence in the workplace may impact the investigatory process.

Application of Rules During Administrative Leave: Because the employee remains in paid status during an administrative leave, County work rules and policies continue to apply. For example, the employee must remain available during that employee's scheduled shift. If an employee is unavailable without notice and authorization, the employee may be regarded as absent without leave and subject to progressive discipline up to and including termination. Departments should work with their HR Analyst to communicate these rules and expectations in writing to the employee in a timely manner.

Corrective Action: is a process of communicating with the employee to improve attendance, unacceptable behavior or performance. You may take corrective action when other methods such as coaching and performance management have not been successful.

Corrective Actions are not subject to the Brown County Grievance Procedure.

Disciplinary Action: is more significant action taken to address job-related behavior/misconduct that more egregiously does not meet expected and communicated standards of workplace conduct. The primary purpose for discipline is to assist the employee to correct job-related behavior or misconduct.

Disciplinary action is subject to the Brown County Grievance Procedure.

Suspension: A suspension without pay results in an employee being temporarily prohibited from performing his/her duties as a direct result of the employee's misconduct.

4.88 TYPES OF CORRECTIVE ACTION AND DISCIPLINE. At the sole discretion of the County, various types of corrective action or discipline may be imposed which may include oral reprimand, written reprimand, demotion, suspension without pay, and termination. None of these corrective or disciplinary measures are required to be used before discharge from employment occurs, nor are the listed actions required to be used in any specific order. Nothing in this Chapter shall be construed as establishing a "just cause" standard for discipline or discharge of employees or to require the County to follow progressive discipline before taking any action. Employees may be disciplined up to and including discharge for the violation of any rules, regulations or policies in this Chapter, any departmental rule, policy, and procedure, as well as any law, regulation or ordinance. Corrective action and discipline includes, but is not limited to the following:

CORRECTIVE ACTIONS

- (1) Oral Reprimand.** An oral reprimand refers to a discussion between the supervisor and the employee where the employee is advised and cautioned about misconduct, as well as the future expectations and consequences should the misconduct continue. A supervisor may document an oral reprimand and place such documentation in the employee's department file with a courtesy copy to the applicable HR Analyst in the Human Resources Department.
- (2) Written Reprimand.** A written reprimand refers to written documentation to the employee from a supervisor in which the employee is advised and cautioned regarding employee misconduct, as well as the future expectations and consequences should the misconduct continue. A written reprimand is a corrective action measure, and the supervisor shall forward a copy of the written reprimand to the Human Resources Department for placement in the employee's official personnel file, together with any prior oral reprimand documentation. All written reprimands must be reviewed by the Human Resources Department prior to implementation, and are subject to approval by the Human Resources Director. All written reprimands shall be appropriately documented in the employee's official personnel file in the Human Resources Department.
- (3) Alternative Corrective Actions.** Alternative Corrective actions such as, but not limited to, training or mentoring may be implemented as deemed appropriate.

DISCIPLINARY ACTIONS

- 1. Suspensions.** A suspension, without pay, results in an employee being temporarily prohibited from performing his/her duties as a direct result of

the employee's misconduct. Suspensions, without pay, are disciplinary in nature as opposed to Precautionary Suspensions which are NOT disciplinary in nature. All suspensions must be discussed with the Human Resources Director prior to implementation, and are subject to approval by the Human Resources Director and the County Executive. All suspensions shall be appropriately documented in the employee's official personnel file in the Human Resources Department.

2. Demotions. A disciplinary demotion occurs when an employee's pay is reduced and the employee suffers a reduction in job duties/responsibilities as the direct result of the employee's misconduct, as opposed to a non-disciplinary demotion for employer efficiency and/or budgetary reasons, which is not grievable. All demotions must be discussed with the Human Resources Director prior to implementation, and are subject to approval by the Human Resources Director and the County Executive. All demotions shall be appropriately documented in the employee's official personnel file in the Human Resources Department.
3. Last Chance Agreement. A Last Chance Agreement shall constitute a disciplinary action which documents an employee's misconduct, enumerating expectations and conduct moving forward. A Last Chance Agreement provides the employee a final opportunity to demonstrate acceptable conduct or be subject to termination from employment. All Last Chance Agreements must be discussed with the Human Resources Director prior to implementation, and are subject to approval by the Human Resources Director and the County Executive. A copy of the Last Chance Agreement shall be forwarded to the Human Resources Department for placement in the employee's official personnel file.
4. Termination. Termination is the ultimate disciplinary action. A termination is an involuntary separation from employment initiated by Brown County. All terminations must be discussed with the Human Resources Director prior to implementation, and are subject to approval by the Human Resources Director and the County Executive. All terminations shall be appropriately documented in the employee's official personnel file in the Human Resources Department. Depending on the circumstances, an employee may be offered the opportunity to resign in lieu of termination. This will be addressed on a case-by-case basis, as deemed appropriate by the Human Resources Department and County Executive.

4.89 EMPLOYEE MEETINGS. The County has an absolute right to meet with an employee. An employee may be represented by the representative of his/her choice during investigatory interviews and disciplinary meetings which may result in disciplinary action. In all other employee meetings, the County may allow the employee to be represented by the representative of his/her choice, at the discretion of the Human Resources Director.

4.90 GROUNDS FOR CORRECTIVE ACTION OR DISCIPLINE. The following ~~is a non-exclusive list of prohibited behaviors or misconduct which, in the discretion of the County, may shall~~ be grounds for ~~corrective and/or disciplinary action up to and including termination of employment, ranging from a warning to immediate discharge depending upon circumstances and the seriousness of the offense in the judgment of management:~~ (The listing provided below is illustrative, and is not intended to be all-inclusive.)

(1) Attendance and Punctuality.

- (a) Failure to report promptly at the starting time of a shift or leaving before the scheduled end of a shift without authorization;
- (b) Failure to notify or timely notify the proper authority that the employee will be absent or tardy from work;
- (c) Excessive absenteeism.
- (d) Improper use or abuse of sick leave privileges.
- (e) Failure to observe the time limits of lunch and break periods.
- (f) Absence without authorized leave.
- (g) Failure to report upon the expiration of an approved leave of absence.
- (h) Hindering the regular operation of a department or County office because of unauthorized or excessive absenteeism, tardiness or leaving work without permission.
- (i) Leave used for a purpose other than for which it was requested and granted.

(2) Use of County Property.

- (a) Abuse or misuse of County property, materials or equipment including motor vehicles.
- (b) Theft, misappropriation or unauthorized possession or use of County property, equipment or materials.
- (c) Unauthorized use of County property for personal or other non-County business reasons, including but not limited to the unauthorized use of uniforms, equipment, supplies, vehicles, telephones, copy machines or mail service or computer hardware, software, modems, networks, or electronic communication systems;
- (d) Unauthorized copying of software or records for personal use.
- (e) Disclosure of confidential information and records to unauthorized personnel.
- (f) Eating or drinking in unauthorized areas.
- (g) Unauthorized possession, lending, borrowing or duplication of keys or government credit cards, careless or improper use of keys or credit cards or failure to report promptly the loss of keys or credit cards.
- (h) Unauthorized or improper use of a uniform or failure to wear a uniform properly.
- (i) Sharing or utilizing any other individual's login ID, password or

security code.

- (j) Providing access to any information systems to any other individual without prior approval from their department head and IS.

(3) Work Place Conduct.

- a) Insubordination, disobedience, failure or refusal to follow the written or oral instruction of supervisory authority or to carry out work assignments.
- b) Neglecting job duties and responsibilities.
- c) Incompetence or unacceptable work productivity.
- d) Dishonesty:
 - i. Intentionally falsifying records or giving false information to other government agencies or private organizations or to employees responsible for record keeping.
 - ii. Making false or malicious statements concerning other employees, supervisors or the County.
 - iii. Providing inaccurate or fraudulent information pertaining to an on-the-job or off-of-the-job injury.
- e) Failure to observe all safety rules, procedures and practices, including the use of protective equipment and clothing or in the operation of vehicles and equipment.
- f) Attempting to conceal or make unavailable information or records which are public or which rightfully should be furnished to the County Board, its committees or County employees.
- g) Refusal to work scheduled work hours including overtime hours.
- h) Failing to show proof of possession and/or maintenance of a valid license and/or certificate that is required for the performance of his/her assigned position.
- i) Operating vehicle(s) in violation of County policy and/or in an unlawful or hazardous manner.
- j) Failing to participate and/or cooperate with a County investigation.
- k) Sleeping during work hours.
- l) Threatening, attempting or inflicting bodily harm to fellow employees, representatives of other agencies or the general public.
- m) Threatening, intimidating, interfering with or using abusive or profane language toward others, including ethnic slurs.
- n) Creating, maintaining or participating in a hostile environment toward any person(s).
- o) Possession of weapons in violation of County Policy or Ordinance and/or in violation of any state and/or federal laws, rules and/or regulations.
- p) Unauthorized possession or use of alcoholic beverages or narcotics during work hours while on County time or property or while engaging in County business.
- q) Reporting to work in a condition unsafe to the employee, others

or physical property; or being unable to appropriately perform job responsibilities due to the influence of alcohol, narcotics, medicine or sickness.

r) Theft.

s) Harassment, retaliation or discrimination against members of the public or County employees based on race, color, creed, sex, sexual orientation, national origin, handicap or any other protected classification.

t) Engaging in personal or outside business on county work time.

(4) Solicitation and Political Activity.

(a) Unauthorized soliciting or accepting unauthorized compensation, reward, gratuity or gift of any kind or value, in violation of the law and/or County policy, for any matter related to the employee's job as an employee of the County.

(b) Soliciting or accepting unauthorized compensation, reward, gratuity or gift of any kind or value for any matter related to the employee's job as an employee of the County.

(c) Selling commercial or private products or services on County time or premises without County authorization.

(d) Unauthorized solicitation of funds or donations in violation of the law and/or County policy, for any purpose on County time.

(e) Unauthorized distribution of printed matter on County time.

(f) Engaging in political activity which (1) is conducted during work hours; or (2) involves the use of County equipment or property.

Other circumstances may warrant corrective or disciplinary action and will be treated on a case- by-case basis.

DEMOTIONS. Demotions may be made in lieu of layoff or can be voluntary. Demotions must be approved in advance by the Human Resources Manager.

Explanation of Changes to Chapter 4 Employment Selection Process

Presented to Administration Committee (9/2/17) and Executive Committee (9/11)

Changes on the attached are noted by the following:

Additions – new wording is underlined and the text is red

Deletions – text that has been deleted shows with strike through and is in red

Numbering – this will have changed based on the addition/deletion of language as identified.

Additionally, please note the following:

- **Vacancies** section is entirely new
- **Background Verification** Section is entirely new

EMPLOYMENT SELECTION PROCESS

4.16 POLICY. Brown County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender including transgender or gender identity status, sexual orientation, national origin, age, disability, genetic information, marital status, arrest and conviction record, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Employment decisions in Brown County shall be based on merit, qualifications, and abilities. Brown County complies with applicable state and local laws governing non- discrimination in employment in every location in which the County has facilities. The County will make reasonable accommodation in accordance with law wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely and adequately perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the County. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

4.17 SELECTION PROCESS. The Human Resources Department will coordinate the hiring and selection process for all County employees.

4.18 AUTHORIZATION TO HIRE. Department Heads wishing to fill vacancies in existing budgeted positions shall submit a requisition to the Human Resources Department prior to initiating recruitment. The Human Resources ~~Manager~~ Director/designee shall review and verify the information, provide appropriate comments and recommendations, and forward the requests to the County Executive for final authorization. All positions (except 24/7 and emergency positions) are subject to the approval of the Human Resources Director, the Director of Administration, and the County Executive. Monthly, the Human Resources ~~Manager~~ Director shall provide a report to the Standing Oversight Committee and Executive Committee of all vacancies approved and posted.

~~4.184.19~~ **VACANCIES.** In an effort to recruit the most qualified individuals, to ensure fair employment opportunity and to help in Affirmative Action efforts, the Human Resources Department will coordinate the posting of job opportunities, including internal and external announcements of Brown County job opportunities. There is no requirement to fill all positions authorized by the County Board. Department Heads are encouraged to continually evaluate their department needs prior to filling open positions.

4.20 JOB POSTING/ANNOUNCEMENTS/ADVERTISEMENTS. When the County determines that a vacancy or a new position will be filled, the County, in its sole discretion, may post notice of such vacancy or position. Vacancies may be posted electronically by the Human Resources Department, and may be posted internally and/or externally as determined by the Human Resources Department. Existing position vacancies will be posted internally and/or externally when deemed advisable

~~by the Human Resources Department to allow qualified applicants to apply. There may be circumstances when a department, upon approval from the Human Resources Department, shall post vacancies internal to the department prior to posting to all County employees or to the public. Job openings which the County chooses to post shall be posted for a minimum of five (5) working days. The County retains the right to determine whether and when to recruit outside applicants.~~

Job announcements/advertisements shall include the following:

- Notice to applicants regarding the requirement of a criminal background check;
- Special requirements; for example, CDL, State Licensure, etc.; and
- Equal Opportunity Employer

4.21 APPLICATIONS. Prospective employees and employees seeking promotion, transfer, or voluntary demotion shall utilize the County's online application system which is required for all positions. Prospective employees, and employees seeking promotion or transfer, may post a résumé in addition to an application, but a résumé shall not substitute for an application. ~~- In recognition of the County's efforts to provide all citizens with an opportunity to succeed, it is the policy of Brown County that applicants will not be required to disclose arrest/criminal record history when completing the County's online employment application, unless required by state and/or federal law. Applicants selected for interviews, however, will be required to consent to a criminal background check in accordance with Brown County policy and state and federal law. The County relies on the accuracy of information contained in the employment application, as well as the accuracy of all other data received from applicants in the hiring process. Any deliberate misrepresentations, falsifications, or material omissions in any of this information shall result in the County's exclusion of the individual from further consideration for employment, or, if the person has already been hired, discipline up to and including termination of employment.~~

~~**APPLICANT TESTING.** To avoid the practice effect, or gains from having taken the same or similar exams previously, the Human Resources Manager may allow the reuse of an exam score within a twelve (12) month period.~~

4.22 APPLICANT SELECTION. In consultation with the Human Resources Department, the Department Head, Elected Officer or their designee shall determine which applicants meet the minimum qualifications for the position. Qualified applicants shall be referred to the applicable departments for consideration by the Department Head and/or hiring manager. The Human Resource Director may grant departments the authority to schedule and coordinate interviews provided they are trained in the necessary processes.

4.23 INTERVIEWS. Internal applicants interviewing for positions within their current Department shall have their time spent in interviews included as hours worked for the work week. Internal applicants interviewing for positions outside their current Department shall not have their time spent in interviews included as hours worked for that work week and shall not receive compensation for time spent in interviews. An employee applying for work outside their current Department may utilize paid time off for purposes of interviewing.

~~**4.19 4.24 INTERVIEW EXPENSE REIMBURSEMENT.** Except as provided herein,~~

~~all applicants invited to participate in the Brown County selection process will do so at their own expense.~~ Applicants may be reimbursed for all or part of reasonable expenses incurred in conjunction with an interview including travel, meals and overnight accommodations, upon recommendation of the department head and with the approval of the Human Resources Director and the County Executive. All reimbursement requests must conform to transportation, meal, and lodging maximums and receipts supporting said request must be provided prior to reimbursement as determined by the Human Resources Manager and approved by the County Executive. ~~All reimbursement requests must conform to transportation, meal, and lodging maximums and receipt.~~

4.25 SELECTION DEVICES. The Human Resources Department shall be responsible for determining methods to be used to screen applicants for position vacancies. Such methods or devices may include, but need not be limited to the following:

- (1) Review of education, training and experience as shown on the application or other supplemental materials.
- (2) Practical written or oral tests, work sample or performance tests, if job related.
- (3) Physical tests of strength, stamina or dexterity and pre-employment health examination, ~~when if~~ job related. The Human Resources Department shall work with the Sheriff's Department to administer and score Law Enforcement Testing.
- (4) Background and reference inquiries.

4.26 CONFIDENTIALITY. To the extent allowed by law, fFormal selection materials shall be known only to the Human Resources Department ~~Staff~~ staff and other persons they designate on a need to know basis. Every precaution shall be exercised by all persons participating in the development and maintenance of materials to insure the highest level of integrity and confidentiality.

4.27 NOTIFICATION OF CANDIDATES. The Human Resources ~~Manager-Director~~ shall determine the proper notice given to candidates. Efforts shall be made to ensure that each applicant competing in the selection process at or beyond the interview stage shall be given written notice of whether or not he/she was selected for the position.

4.28 ELIGIBILITY LISTS. The Human Resources Manager shall have the authority to establish and maintain eligibility lists as may be necessary or feasible. The duration of eligibility lists shall not generally exceed one (1) year with extension possible at the discretion of the Human Resources Manager. Eligibility lists may be terminated if they no longer contain a sufficient number of qualified or interested applicants. A candidate may be removed from an eligibility list at the discretion of the County.

4.29 CONTINGENT OFFERS OF EMPLOYMENT. The Human Resources Department may extend an offer of employment—which may be withdrawn at any time— that is contingent upon the applicant successfully completing a physical examination, drug test, credit verification, or similar post-offer inquiry. No individual will be allowed to begin work with the County until the County has verified successful completion of pre-employment testing.

4.30 RELOCATION EXPENSE. When the County fills a FLSA exempt position with an individual who does not reside in Brown County, upon recommendation of the department head and prior approval of the Human Resources ~~Manager-Director~~ and County Executive, the County shall pay the reasonable cost of the relocation, which shall be appropriated as an expense relevant to the Department conducting the hiring process.

4.31 EMPLOYMENT OF MINORS. In limited circumstances, Brown County may utilize minors for staffing purposes, ~~if not prohibited by law.~~ Employment of minors shall be in accordance with all applicable state and federal laws, rules and regulations. The utilization of minors for staffing purposes may only be done with the authorization of the Human Resources Department. When authorized for employment, those applicants, under 16 years of age, will be required to provide a work permit to the Human Resources Department prior to engaging in any work activity.

4.32 NEPOTISM. (1) No person shall be employed, promoted, or transferred to any department or agency within Brown County government or to a division or section thereof when, as a result, ~~he or she would be directly supervising or receiving direct supervision from a member of his or her immediate family or working directly above the relative's immediate superior or directly for the relative's immediate supervisor. Immediate family is defined as wife, husband, father, mother, guardian, sister, brother, children of employees, aunt, uncle, grandchildren, grandparents, father-in-law, mother-in-law, sister-in-law or brother-in-law. No person shall be employed, promoted, or transferred to any department or agency within Brown County government employment when a member of the person's immediate family is already employed within that department or agency. Immediate family is defined as spouse, parent, guardian, sister, brother, children of employees, aunt, uncle, niece, nephew, grandchildren, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, first cousin, or who is a significant other or "domestic partner" (as defined under Wis. Stat. Ch. 770). A person considered to be a "significant other" of the employee includes a person with whom the employee cohabitates.~~

Comment [RKA1]: Include step family to the same degree?

- a. An exception to this provision may be made upon sufficient justification and demonstration by the Department Head to the Human Resources Director. Approval is at the discretion of the Human Resources Director, the Director of Administration and the County Executive will determine if such employment, promotion or transfer would be detrimental to the best interests of Brown County.

BACKGROUND VERIFICATION

4.34 VERIFICATION OF QUALIFICATIONS. Those employees who are required to have a valid Wisconsin driver's license, commercial driver's license, other license or

certification, or a degree to perform their duties, shall provide a current copy of the driver's license, CDL, other license or certification or degree for review, verification, and placement in their personnel file.

4.35 CAREGIVER BACKGROUND CHECKS. The Wisconsin legislature and the Wisconsin Department of Health Services have enacted laws and regulations which mandate the completion of background checks on certain caregivers. The County is prohibited from employing any person, or accepting volunteer services from any person, who has been convicted of, or has a pending charge for a serious crime as provided by statute or Department rule. The Human Resources Director is responsible for managing and coordinating all background checks. Prior to an offer of employment has been made, or volunteer services have been accepted, the Human Resources Department shall conduct a caregiver background check in compliance with Wisconsin Statutes.

(1) The County shall fully comply with all state and federal laws,, rules and regulations governing background checks as they exist now or may be amended in the future.

4.36 CRIMINAL BACKGROUND CHECKS FOR NEW EMPLOYEES. The Human Resources Department, or its designee, shall conduct a criminal background check in compliance with Wisconsin Statutes or federal law, as it may apply to the position being sought, prior to becoming employed by Brown County. All employees are required to have a criminal background check. Additional background information may be required based on specific requirements of various positions within the County (eg. law enforcement, TSA requirements, etc.)

4.37 EMPLOYMENT REFERENCES. Unless delegated by the Human Resources Director, no County employee shall reply to an Official Reference Check on behalf of Brown County. Requests for reference checks should be forwarded to the Human Resources Department and must be made in writing and include an authorization from the employee prior to the release of any otherwise confidential information. The Human Resources Director may direct the questions to the Department Head or their designee who shall respond in writing to the Human Resources Director. In certain instances it may be necessary to provide a verbal response, but this otherwise confidential information shall only be released after receipt of a valid, signed release of information authorization and at the direction of the Human Resources Director. In the event a reference check is not accompanied by an employee release, the Human Resources Department shall require a release prior to provision of any information other than non-confidential information such as: position, dates of employment and compensation information. This paragraph is not intended to prohibit employees from serving as Personal References, rather it only prohibits employees from providing Official Reference Check responses on behalf of Brown County unless the provisions of this paragraph are complied with in advance.

For purposes of this policy, personal references are construed to mean references that do not speak to the candidate's work performance or specific service to the County, but rather the candidate's personal characteristics, educational background, and personal dealings with the referring employee. The referring employee assumes all liability for the content of the personal reference response. Employees are prohibited from providing Official Reference Check responses for other employees without the express written approval of the Human Resources Director. Employees found violating this policy shall be subject to discipline, up to and including termination from employment. Employment verification requests shall be referred to the Human Resources Department and include the same

authorization requirements as listed above. Payroll and salary verification requests may be sent directly to the Human Resources Payroll Department.

No Brown County employee shall contact any potential candidates' current or previous employer without approval from the Human Resources Director including a signed release from the candidate.

4.38 BACKGROUND CHECKS FOR EXISTING EMPLOYEES. The County is required to conduct background checks for existing employees as provided by state and federal laws, rules and regulations and as required by Brown County policy.

At minimum, all County employees shall notify the Human Resources Department as soon as possible, and no more than three (3) business days following any pending charge. For those subject to Caregiver Background Checks, the notification needs to occur on next working day.- This same policy shall apply to all contracted persons and volunteers. Due to the nature of work performed, employees working in the Sheriff's Department or Health and Human Services may be required to provide immediate notification, per department policy.